

Conference and Seminars

**13th Annual Government
Financial Management
Conference**

**2003 Year-End Closing
Seminar**

Certificate Programs

Accounting & Reporting

Credit Reform

**Cost Management and
Measurement**

e-Learning

The Basics

Word Processing

Spreadsheets

Database

**Integrated and Business
Applications**

Agency On-Site Training

CPEs

**Continuing Professional
Education Credits**



**Achieving Financial Results
through**

TRAINING and EDUCATION

**January - December
2003**



treas

treasury agency
services

November 1, 2002

I am pleased to present our 2003 Training and Education Catalog. Treasury Agency Services continues to provide an array of services that strive to meet the needs of our customers.

Our training and education vision is -- **“to train and educate the right people, at the right time, in the right way!”** This vision has significant implications in that it reflects a very customer oriented philosophy and approach to how we provide our services to you. Treasury Agency Services is committed to helping agencies meet their training and educational needs. We provide high quality, accessible and flexible services that will produce performance results.

We continue to infuse technology into our current educational and training processes. Our first success is reflected in the 44 on-line courses that are now available to you. We are working to expand those kinds of offerings to include the financial management courses and project management certificate programs as well. Please, keep visiting our web-site: **www.fms.treas.gov/tas** for all the latest developments and changes to our curricula.

Thank you for taking the time to review our 2003 Training and Education catalog. I look forward to the opportunity to meet your agency's training and educational needs now and in the future.

Kerry Lanham
*Assistant Commissioner
Treasury Agency Services
Financial Management Service*

Table of Contents

About the Professional Development Program.....	2
Agency On-site Instruction.....	4
JFMIP Core Competencies.....	5
Certificate Programs	
Treasury Certificate - Accounting & Reporting.....	6
Treasury Certificate - Credit Reform.....	7
Certificate in Governmental Cost Management & Measurement.....	8
 Course Descriptions	
 Cost Management and Measurement	
Cost Management in Government: Winning the Cost War.....	9
Fundamentals of Managerial Costing in Government.....	10
Managerial Costing Practicum.....	10
Managerial Costing.....	11
Design of Cost Measurement Systems.....	11
Design of Cost Management Systems.....	11
Change Management and Performance Measurement.....	11
 Credit Reform Accounting	
Credit Program Accounting & Reporting Concepts.....	12
Direct Loan Programs.....	12
Loan Guarantee Programs.....	13
Foreclosed Property in Credit Programs.....	13
Concepts of Present Value.....	14
Pre-Credit Reform Loans & Guarantees.....	14
Treasury Certificate Credit Reform (TCCR) Review/Refresher...(NEW!).....	15
Treasury Certificate Credit Reform (TCCR) Examination	15
 Federal Accounting Concepts	
Accrual World.....	16
Basic Accounting Concepts	16
Bridging the GAAP.....	17
Survey of FASAB.....	17
 Financial Reporting & Reconciliation	
FACTS I/OMB Form & Content Statements.....	18
FACTS II: The Next Reporting System.....	18

FMS 1219/1220 Course.....	19
FMS 224: Statement of Transactions.....	19
IPAC.....	20
Reconciling the Fund Balance w/Treasury.....	20
SF-133 Report on Budget Execution...(NEW!).....	21
Statements of Budgetary Resources & Financing.....	21
Treasury Certificate (TCAR) Review and Refresher...(NEW!).....	22
Treasury Certificate - Accounting & Reporting Examination.....	22

General Financial

Practical Applications of Appropriations Law.....	23
Practical Applications of Appropriations Law Refresher.....	23
Certifying Officer.....	24
Dollars and Sense.....	24
Financial Process Improvement.....	25
Performance Planning and Execution.....	25

Standard General Ledger

SGL: Advanced.....	26
SGL: Basic.....	26
SGL: Intermediate...(NEW!).....	27
SGL: Upward & Downward Adjustments.....	27
SGL: Trial Balances & Crosswalks.....	28
SGL: Revolving Funds.....	28

Technology

I-TIPS.....	29
Cost Benefit Analysis.....	29

Conferences and Seminars

2003 Year-End Closing Seminar.....	30
13th Annual Government Financial Management Conference.....	30

Schedule of Training

NEW! e-Learning On-line Course Offerings	35
Registration Information	40
Registration Form	41
General Information	42
Directions	44

About The Professional Development Program

The Professional Development Program offers the latest and most complete financial management information available today. We are a part of the Department of the Treasury, Financial Management Service (FMS) and our unique relationship with FMS enables students to stay informed and keep up with Treasury and other federal accounting and reporting requirements. We help financial, non financial program managers and their staffs improve the reliability of their financial operations and information in support of the FMS/Treasury mission to improve federal financial management. We can meet your agency's needs and provide continuing professional education credit in a number of ways:

Open Enrollment

Most training is offered on an open-enrollment basis with scheduled dates, course prerequisites and recommended follow-on course sequences provided. Students may register for the course that best suits their needs or may enroll in our professional certificate programs to enhance professional advancement with a certificate of accomplishment documentation.

Agency-Specific On-Site

All courses are available where you work for agency on-site training when and where you may need it. We bring our highly qualified instructors and lively presentations to your door whether you need one course or several courses. Our staff will be eager to meet your training needs. We will customize any course to incorporate the training to your agency's requirements.



Skills-Based Instruction

Our content provides practical solutions to real-world accounting and reporting situations. Courses are designed to provide practical skills and hands on-training to ensure that students receive the financial management, knowledge, skills and abilities in demand today.

Instructor Expertise

Our instructors understand the unique federal accounting arena and many of our instructors have Treasury's financial management expertise.

Certificate Programs

Our Certificate programs are designed to acknowledge demonstrated skill and comprehension in FMS/Treasury Accounting & Reporting requirements, Credit Reform and Governmental Cost Measurement and Management topics. These courses that make up the certificate programs offer continuing professional education credit and/or graduate level credit and meet JFMIP core competency requirements for skills development.



Continuing Professional Education Credit (CPEs)



Treasury Agency Services is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor on the National Registry of Continuing Professional Education (CPE) Sponsors. All of our training courses and events meet continuing education and professional certification requirements through NASBA.

JFMIP Competencies

Created jointly by the Human Resources Committee of the Chief Financial Officer (CFO) Council and Joint Financial Management Improvement Program (JFMIP), core competencies are those knowledge, skills and abilities applicable to specific governmental financial management related career occupations. Our courses are designed to meet the activity requirements defined in the core competency documents. Financial management related core competencies have been developed for the following career categories:

- ▶ Accountants
- ▶ Budget Analysts
- ▶ Financial Managers
- ▶ Management Analysts/Financial Specialists
- ▶ Financial Systems Analysts
- ▶ Program Managers



For more information about JFMIP core competencies, visit: www.jfmip.gov/jfmip/corecomp.htm

About The Professional Development Program

e-Learning



e-Learning is an exciting way to gain new skills and knowledge through training over the Internet. Training offered via e-learning provides individualized, self-study courses on a wide variety of subjects. The courses are: highly interactive; use the latest technology; accessed through a computer and internet connection; and are available 24 hours a day, 7 days a week, 365 days a year.

There are many advantages of e-learning. This new way of learning:

- Provides access to more training courses than ever before.
- Allows you to take training at your own pace, anytime, and anywhere.
- Sharpens your computer skills.
- Gives you new skills, techniques, or knowledge that will help you enhance your current and future job performance.

The amount of time required for e-learning varies by course and individual. Completing one course could take anywhere from 2 to 10 hours. e-Learning courses are divided into modules and lessons. When you leave a lesson, the computer remembers where you were so that you can start where you left off.

These small learning units make it possible for you to take courses with being away from the job for long periods of time on any given day. In fact, e-learning courses are more effective when completed in small portions over a few days.

Important e-learning registration information can be found on **page 40** of this catalog. You can register anytime via our on-line registration form at:
www.fms.treas.gov/tas/onlinereg.html

All of our on-line courses are listed on **pages 35-39** of this catalog. Look for upcoming announcements, as we add to our catalog of on-line courses.

Sign up today - and join the e-Learning Revolution!

Individual/Career Development Plans

As a program manager, you are responsible for program and staff performance. Developing Individual/Career Development Plans for your program staff enables you

to simultaneously address program and staff performance. Let us help you design training and developmental programs that enhance the financial management knowledge, skills and abilities while increasing work performance.

Agency IDPs/CDPs offers many agency benefits:

- Address material or other audit weaknesses, efficiencies cited in Financial Statement Audit reports
- Identify, design and develop customized training to address specific federal laws, standards and principles needed by your organization
- Meet JFMIP core competency activities for a variety of financial management career categories
- Offer Continuing Professional Education credit and increase the professional capabilities of your program staff
- Build efficient work teams and incorporate succession planning in your strategic goals
- Identify and improve financial management goals and performance plans

Meeting and Training Room Rental

Meeting and training room rental is a service that provides Federal agencies and quasi-governmental entities with comfortably furnished, affordable training/meeting room facilities.

Our facilities are conveniently located at 1990 K Street, NW in downtown Washington, DC, just two blocks from Metrorail, Georgetown, the business district and minutes away from many of the city's main tourist attractions.

Three spacious training rooms allow for many types of meeting configurations. Ideal for training courses and meetings, individual rooms are separated by sound insulated, fabric partitions.

Each room is equipped with:

- 6 foot and 9 foot tables, Podium, Whiteboards, Overhead projectors,
- 12' electronic projection screen, Television and Video Cassette Recorder,
- Flip charts

A separate telephone line supports teleconferencing and/or computer hook-up. All rooms contain individual controls for heating, air conditioning, and lighting.

All Treasury Agency Services courses are available for agency on-site presentations when and where you may need it. We bring our highly qualified instructors and lively presentation directly to your door. On-site instruction saves time and travel expenses and offers flexibility in scheduling.

Agency-Specific On-site Instructions are:

- Conducted for groups of 20 or more students
- Tailored or customized for agency needs (upon request)
- Conducted at your agency facility
- Available for long term training needs through a Memorandum of Understanding (MOU)
- A special discount will be applied to agencies that schedule 2 or more courses with 20 or more students

It's easy to arrange too! Select the course(s) you desire, determine your preferred dates, then contact the Registration Department at 202/874-9560. A simple Interagency Agreement is prepared and sent to you for signature. Use an SF-182 Training Form, Credit Card, Check or some other convenient payment vehicle. To find out more, call us at 1-800-804-1322 and ask about on-site instruction!



We will come to You!

Core Competencies

Treasury Agency Services (TAS) has designed its courses to support the Joint Financial Management Improvement Program's (JFMIP) Core Competencies for Accountants, Budget Analysts, and Financial Managers.

The Chief Financial Officer (CFO) Council, with support from JFMIP established core competencies to identify the knowledge, skills, and abilities required for various positions in federal financial management.

On this page, we have created a JFMIP Core Competency Matrix. Included in the matrix are the three financial management areas, TAS courses and which core competency each course supports.

Joint Financial Management Improvement Program



Course	Accountants	Budget Analysts	Financial Manager
Accrual World	●		
Appropriations Law	●	●	●
Appropriations Law Refresher	●	●	●
Basic Accounting Concepts	●		
Bridging the GAAP	●		●
Certifying Officer	●	●	●
Change Management and Performance Measurement			●
Concepts of Present Value	●	●	
Cost Management in Government: Winning the Cost War	●		●
Credit Program Accounting & Reporting Concepts	●		
Design of Cost Management Systems			●
Design of Cost Measurement Systems			●
Direct Loan Programs	●	●	
Dollar & Sense	●	●	●
FACTS I/OMB Form & Content Statements	●		
FACTS II: The New Reporting System	●	●	
FMS 1219/1220	●		●
FMS 224: Statement of Transaction	●		●
Financial Process Improvement			●
Foreclosed Property in Credit Programs	●	●	
Fundamentals of Managerial Costing in Government	●		●
Intragovernmental Payment and Collection (IPAC)	●		
Loan Guarantee Programs	●	●	
Managerial Costing			●
Managerial Costing Practicum	●		●
Performance Planning and Execution			●
Pre-Credit Reform Loans & Guarantees	●	●	
Reconciling the Fund Balance with Treasury	●		
SF-133 Report on Budget Execution		●	
Standard General Ledger - Advance	●	●	●
Standard General Ledger - Basic	●	●	●
Standard General Ledger - Intermediate	●	●	●
Standard General Ledger - Revolving Fund	●	●	●
Standard General Ledger - Trial Balances & Crosswalks	●	●	●
Standard General Ledger - Upward & Downward Adj.	●	●	●
Statements of Budgetary Resources & Financing	●	●	
Survey of FASAB	●	●	●
Treasury Certificate Review and Refresher (TCAR)	●	●	
Treasury Certificate Review and Refresher (TCCR)	●	●	

Treasury Certificates

Certificate Programs

Our Certificate Programs are designed to acknowledge demonstrated skill and comprehension in FMS/Treasury Accounting & Reporting requirements, Credit Reform and Governmental Cost Management and Measurement topics. These courses that make up the certificate programs offer continuing professional education credit and/or graduate level credit and meet JFMIP core competency requirements for skills development.

Accounting & Reporting

The Treasury Certificate - Accounting & Reporting (TCAR) consists of seven sequential courses which provide a solid foundation of basic Treasury required accounting and reporting guidance and concludes with a comprehensive examination for certification. For full course credit, students must attend each course in its entirety. Anyone may enroll in individual courses in this program without applying for the certificate.

Credit Reform

The Treasury Certificate - Credit Reform (TCCR) consists of six courses which provide a solid foundation in the essentials of federal credit reform accounting and concludes with a comprehensive examination for certification. For full course credit, students must attend each course in its entirety. Anyone may enroll in individual courses in this program without applying for the certificate.

Cost Management and Measurement

This certificate has been designed to provide students with the skills needed to implement and sustain cost management and measurement program that enhance agency mission effectiveness through a better understanding of existing resources. This graduate level certificate is offered in partnership with The George Washington University, College of Professional Development. For full course credit, students must attend each course in its entirety.

Treasury's Certificate Programs allow you the unique opportunity to receive certification from a major federal regulatory agency. FMS/Treasury provides leadership and direction to Federal agencies on a variety of financial management matters.

Treasury Certificates

The Certificate Process

1. Select the desired certificate-
 - Treasury Accounting & Reporting or
 - Treasury Credit Reform
2. Enroll in the required certificate courses.
3. Submit the certification application upon completion of the final required course.
4. Schedule an examination date. (You have one year after the final course to submit the certification application and pass the examination)
5. Attend the annual refresher training to maintain certification.

Accounting & Reporting

TCAR Required Courses	Length	Prerequisite	CPE Credits	Tuition
SGL: Basic	2-day	None	16	\$475.00
SGL: Advanced	2-day	SGL: Basic	16	\$475.00
SGL: Upward & Downward Adjustments	1-day	SGL: Basic SGL: Advanced	8	\$335.00
FMS 224 or FMS 1219/1220	1 1/2-day	None	12	\$445.00
Reconciling the Fund Balance w/Treasury	1-day	FMS 224 or FMS 1219/1220 SGL: Basic	8	\$335.00
FACTS I/Form & Content Statements	2-day	SGL: Basic, SGL: Advanced	16	\$475.00
FACTS II: The Next Reporting System	2-day	SGL: Basic, SGL: Advanced	16	\$475.00

Credit Reform

TCCR Required Courses	Length	Prerequisite	CPE Credits	Tuition
Credit Program Accounting & Reporting Concepts	1-day	SGL: Basic Advance, Trial Balance	8	\$335.00
Direct Loan Programs	2-day	Credit Program Acctg & Reporting	16	\$475.00
Loan Guarantee	2-day	Credit Program Accounting & Reporting	16	\$475.00
Foreclosed Property	1-day	Direct Loan Loan Guarantee	8	\$335.00
Concepts of Present Value	1-day	Direct Loan Loan Guarantee	8	\$335.00
Pre-Credit Reform	1-day	SGL: Basic SGL: Advanced Loan Guarantee SGL: Trial Balances	8	\$335.00

Treasury Certificate

The Cost Management and Measurement curriculum has been designed to provide students with the skills needed to implement and sustain cost management and measurement programs that enhance agency mission effectiveness through a better understanding of existing resources. These courses are part of a graduate level certificate in governmental cost management and measurement offered in partnership with the George Washington University College of Professional Development (202/973-7653).

The Certificate Process:

1. Enroll in the required certificate courses using the registration form.
2. Indicate your desire to participate in the certificate program at course registration.
3. Upon successful completion of the final required certificate course, your certificate will be automatically generated and sent to you by The George Washington University, Center for Professional Development.

Cost Management and Measurement

Course Title	Location	Prerequisite	CPEs/ CEU	Tuition
Cost Management in Government: Winning the Cost War	Treasury Agency Services	None	8 CPEs/ .65 CEUs	\$535.00
Fundamentals of Managerial Costing in Government	Treasury Agency Services	Cost Management in Govt.: Winning the Cost War	16 CPEs/	\$665.00
Managerial Costing Practicum	Treasury Agency Services	Cost Management in Govt.: Winning the Cost War Fundamentals of Managerial Costing in Government	4 CPEs/ .3 CEUs	\$435.00
Managerial Costing	GWU - Center for Prof. Development	Managerial Costing Practicum	36 CPEs/ 3.0 CEUs	\$1995.00
Design of Cost Measurement Systems	GWU - Center for Prof. Development	Managerial Costing	36 CPEs/ 3.0 CEUs	\$1995.00
Design of Cost Management Systems	GWU - Center for Prof. Development	Design of Cost Measurement Systems	36 CPEs/ 3.0 CEUs	\$1995.00
Change Management and Performance Measurement	GWU - Center for Prof. Development	Design of Cost Management Systems	36 CPEs/ 3.0 CEUs	\$1995.00

Cost Management and Measurement

The Cost Management and Measurement curriculum has been designed to provide students with the skills needed to implement and sustain cost management and measurement programs that enhance agency mission effectiveness through a better understanding of existing resources. These courses are part of a graduate level certificate in governmental cost management and measurement offered in partnership with the George Washington University College of Professional Development (202/973-7653).

For maximum training benefit, these courses have been scheduled by date and in attendance order as follows:

- Cost Management in Government: Winning the Cost War
- Fundamentals of Managerial Costing in Government
- Managerial Costing Practicum
- Managerial Costing (GWU)
- Design of Cost Measurement Systems (GWU)
- Design of Cost Management Systems (GWU)
- Change Management and Performance Measurement (GWU)

Cost Management in Government: Winning the Cost War

1-day Course Credit: 8 CPEs/.65 CEUs Tuition: \$535.00

Many federal organizations are beginning to recognize the importance of sound cost management of the accomplishment of their missions. Fiscal constraints have increased the importance of continuous improvement in productivity. While annual gains of 4% will not make headlines, they will generate significant impact over a ten year period.

In his recent book, "Winning the Cost War", Dr. Geiger provides the results of 12 years of research into cost management within the federal government. This course develops a cost management approach that is not dependent on the profit motives found in the business world. The first pilot test of this paradigm yielded a surprising 15% cost reduction in the first year that management reprogrammed to meet critical needs while positioning the organization to effortlessly meet the next year's anticipated budget cuts.

Major topics include:

- Understanding the nature of the Cost War
- Establishing program manager's intent
- Making program plans and projecting costs
- Institutionalizing the after action cost review to
 - Establish accountability
 - Maximize learning
- Stimulating continuous improvement initiatives
- Motivating the employees
- Developing reconnaissance through managerial costing

Who should attend:

Operations Managers, Systems Personnel, and Project Staff who are considering, planning or beginning Activity Based Costing implementation.

Meets JFMIP Core Competencies for:

Accountants; Financial Managers

Prerequisites:

None

! This is required for the certificate in Government Cost Management & Measurement

Washington, DC

April 1, 2003
July 29, 2003
November 17, 2003

Cost Management and Measurement

Fundamentals of Managerial Costing in Government

2-day Course Credit: 16 CPEs/1.3 CEUs Tuition: \$665.00

Budget pressures, the need for useful performance measures, and compliance with managerial costing standards have stimulated interest in Activity Based Costing. Organizations understand that a cost management program that returns 4% per year of productivity improvement has the same impact as a budget increase of 4% per year. Meeting the operational performance measurement and the GPRA when lacking sound cost information is difficult. The FASAB Managerial Costing Standard requires federal organizations to develop managerial costing capabilities. Activity Based Costing has been successful in the corporate world and offers great promise in meeting the needs of government. Yet implementation success is not guaranteed. The nature of government operations, current deficiencies in cost information, and a lack of experience in cost measurement and cost management have resulted in far too many failures of Activity Based Costing efforts to deliver on their promise.

Major topics include:

- Defining cost measurement's role in cost management
- Describing and differentiating managerial costing
- Determining cost objects, activities, and drivers
- Developing an understanding of allocation mechanics
- Avoiding common pitfalls
- Acquiring experience through interactive excel worksheets
- Finding the right level of precision (*and measurement cost*)
- Considering advanced issues such as—
 - Level of effort analysis
 - Overhead to overhead allocation

Who should attend:

Operations Managers, Systems Personnel, and Project Staff who are considering, planning, or beginning Activity Based Costing implementations.

Meets JFMIP Core Competencies for:

Accountants; Financial Managers

Prerequisite:

Cost Management in Government: Winning the Cost War

! This is required for the certificate in Government Cost Management & Measurement

Washington, DC

April 2-3, 2003
July 30-31, 2003
November 18-19, 2003

Managerial Costing Practicum

1/2-day Course Credit: 4 CPEs/.3 CEUs Tuition: \$435.00

The Managerial Cost Practicum applies lessons learned from Cost Management in Government: Winning the Cost War and Fundamentals of Managerial Costing in Government causes to the student's own or client organization. Students present papers outlining their problems and plans for class discussion and instructor critique.

Major topics include:

Seminar for students to

- Document cost management and measurement status in their agency
- Relate ideas and concepts from previous classes to organization needs
- Propose initial vision for agency improvement
- Learn from the status and visions of others

Who should attend:

Operations Managers, Systems Personnel, and Project Staff who are considering, planning, or beginning Activity Based Costing implementations and those interested in the Government Cost Management and Measurement Certificate.

Meets JFMIP Core Competencies for:

Accountants; Financial Managers

Prerequisites:

Cost Management in Government: Winning the Cost War
Fundamentals of Managerial Costing in Government

! This is required for the certificate in Government Cost Management & Measurement

Washington, DC

TBD

Cost Management and Measurement

Managerial Costing

Credit: 36 CPEs/3.0 CEUs Tuition: \$1,995.00 Course Number: CWFP 400

Develops the problem toolkit and analytic capability needed by general managers. Covers break-even, net present value, output volume variance, and performance variance analyses as well as cost allocation and transfer pricing techniques.

Dates: TBD
Time: TBD
Instructor: Geiger
Location: GWU - 2020 K Street, NW

! This is required for the certificate in Government Cost Management & Measurement

Design of Cost Measurement Systems

Credit: 36 CPEs/3.0 CEUs Tuition: \$1,995.00 Course Number: CWFP 401

Covers the processes and purposes of governmental accounting. Shows managers what they need to know about their organization's general accounting processes. Explores the use of systems to translate basic accounting data into managerially useful cost information. Relates theory to practice in the development of Balanced Scorecards.

Dates: TBD
Time: TBD
Instructor: Jordan
Location: GWU - 2020 K Street, NW

! This is required for the certificate in Government Cost Management & Measurement

Design of Cost Management Systems

Credit: 36 CPEs/3.0 CEUs Tuition: \$1,995.00 Course Number: CWFP402

Provides practical experience and expertise in cost management and measurement through readings and case studies of cost systems implementations. Class discussions explore advantages and disadvantages found in actual systems. Explores software alternatives and capabilities. Covers costing by responsibility, activity, customer, user fee, product or service, and project.

Dates: TBD
Time: TBD
Instructor: Geiger
Location: GWU - 2020 K Street, NW

! This is required for the certificate in Government Cost Management & Measurement

Change Management and Performance Measurement

Credit: 36 CPEs/3.0 CEUs Tuition: \$1,995.00 Course Number: CWFP 403

Explores the process of performance management and techniques of performance measurement. Builds expertise through a combination of case studies and measurement analyses. Provides insight into the complex and critical process of change management. Studies the Government Performance and Results Act and reviews examples of success and failure in implementation.

Dates: TBD
Time: TBD
Instructor: Jordan
Location: GWU - 2020 K Street, NW

! This is required for the certificate in Government Cost Management & Measurement

Credit Reform Accounting

Credit Program Accounting & Reporting Concepts

1-day Course Credit: 8 CPEs Tuition: \$335.00

This course discusses the nature of the Credit Reform Act of 1990; including the fund structures set up for credit program accounting; the requirements for present value accounting; and the reforms set up for scoring present value accounting in the Federal Budget. It discusses the nature of credit program information on financial statements and the principal financial statement note for credit programs.

Major Topics Include:

- Purposes of the program fund, financing fund, and liquidating fund created by the Act
- Authoritative and illustrative criteria for accounting and reporting under the Act; identify agencies that issue criteria and other sources of assistance.
- Basic terminology under the Act and related criteria
- Elements which provide inputs to subsidy computations
- Nature of present value
- Primary financial statements and nature of information required for Federal Credit Program reporting
- Nature of modifications and re-estimates

Who should attend:

Credit agency personnel and anyone interested in technical accounting training for federal credit programs.

Meets JFMIP Core Competencies for:

Accountants

Prerequisites:

SGL: Basic

SGL: Advanced

SGL: Trial Balances & Crosswalks

! This is a TCCR required Course

Washington, DC

January 23, 2003

March 19, 2003

September 10, 2003

Direct Loan Programs

2-day Course Credit: 16 CPEs Tuition: \$475.00

This course illustrates budgetary and proprietary accounting and reporting for common transactions of direct loan programs under the Credit Reform Act of 1990, and the resulting CFO Act primary financial statements.

Included are such journalizing transactions as:

- Formulation, apportionment and allotment of the budget
- Receipt of subsidy and administrative expense appropriations
- Transfer of subsidy from the program to the financing fund
- Borrowing from Treasury and repayment of loans and interest
- Disbursement and collection of loans and collection of interest from program participants
- Accrual and disbursement of administrative expenses
- Accrual and receipt or disbursement of subsidy re-estimates and related interest
- Adjusting and Closing entries

Major Topics Include:

- Preparation of the following reports:
 - Balance Sheet
 - Statement of Net Cost
 - Statement of Changes in Net Position
 - Statement of Budgetary Resources
 - Statement of Financing
 - Related Credit Reform Footnote

Who should attend:

Credit agency personnel and anyone interested in technical accounting training for federal credit programs.

Meets JFMIP Core Competencies for:

Accountants; Budget Analyst

Prerequisite:

Credit Program Accounting & Reporting Concepts

! This is a TCCR required Course

Washington, DC

March 20-21, 2003

September 11-12, 2003

Credit Reform Accounting

Loan Guarantee Programs

2-day Course Credit: 16 CPEs Tuition: \$475.00

This course illustrates budgetary and proprietary accounting and reporting for common transactions of direct loan programs under the Credit Reform Act of 1990, and the resulting reports.

Included are such transactions as:

- Receipt of subsidy and administrative expense appropriations
- Transfer of subsidy from the program to the financing fund
- Accrual and payment of default claims
- Accrual and disbursement of administrative expenses
- Receipt of interest from Treasury on uninvested cash in the financing fund
- Accrual and receipt or disbursement of subsidy re-estimates
- Closing entries

Major Topics Include:

- Funding sources for default claims
- Transactions with third-party lenders and providers of administrative purposes
- Consolidation of fund structures to produce financial statements

Who should attend:

Credit agency personnel and anyone interested in technical accounting training for federal credit programs.

Meets JFMIP Core Competencies for:

Accountants; Budget Analyst

Prerequisite:

Credit Program Accounting & Reporting Concepts

! This is a TCCR required Course

Washington, DC

**March 25-26, 2003
September 16-17, 2003**

Foreclosed Property in Credit Programs

1-day Course Credit: 8 CPEs Tuition: \$335.00

This course covers budgetary and proprietary accounting for the acquisition, repair and maintenance, use, and disposal of foreclosed property upon default of direct or guaranteed loans under credit reform accounting.

The resulting balance sheet and related notes for the property are discussed and illustrated. An explanation of the differences for pre-credit reform accounting is provided.

Major Topics Include:

- Provisions for recouping losses from defaulted loans through seizure of foreclosed property
- Transactions affecting the property
- Reporting the results of the transactions

Who should attend:

Credit agency personnel and anyone interested in technical accounting training for federal credit programs.

Meets JFMIP Core Competencies for:

Accountants; Budget Analyst

Prerequisite:

Credit Program Accounting & Reporting Concepts

! This is a TCCR required Course

Washington, DC

**March 27, 2003
September 18, 2003**

Credit Reform Accounting

Concepts of Present Value

1-day Course Credit: 8 CPEs Tuition: \$335.00

This course discusses the use of present value concepts in computing subsidy and presents the nature of valuing budgetary and proprietary journal entries for:

- Positive and negative basic subsidy
- Direct and indirect subsidy modifications
- Upward and downward subsidy re-estimates

The discussions are applicable to both direct loan and loan guarantee programs under the Credit Reform Act of 1990.

Major Topics Include:

- Nature of federal credit program subsidy when programs operate at a profit and when operating at a loss
- Changes in the present value of cash flows subsequent to issuance of loans and guarantees
- Adjustments in subsidy required when cash flows are not in accordance with expectations

Who should attend:

Credit agency personnel and anyone interested in technical accounting training for federal credit programs.

Meets JFMIP Core Competencies for:

Accountants; Budget Analyst

Prerequisites:

Direct Loan Programs
Loan Guarantee Programs

! This is a TCCR required Course

Washington, DC

April 8, 2003
October 1, 2003

Pre-Credit Reform Loans & Guarantees

1-day Course Credit: 8 CPEs Tuition: \$335.00

This course illustrates basic accounting and CFO Act reporting for direct loans and loan guarantees obligated under standards applicable before the Credit Reform Act of 1990. Included are budgetary and proprietary entries for collecting principal and interest on direct and defaulted guaranteed loans, borrowing from Treasury for cash shortfalls, payment of unneeded cash to Treasury; anticipation and receipt of appropriations; modification of loans and guarantees; changing from net realizable or expected value to net present value; and closing. Financial statements illustrated include: Balance Sheet, Statement of Net Cost, Statement of Changes in Net Position, Statement of Budgetary Resources, and Statement of Financing

Major Topics Include:

After completing this course, participants will be able to journalize the following transactions:

- Formulation, apportionment, and allotment of the budget
- Receipt of appropriations
- Accrual and disbursement of expenses and direct loans
- Accrual and payment of interest supplement and unneeded cash to Treasury
- Assuming defaulted guaranteed loans for direct collection
- Collection of loans and collection of interest on direct loans and defaulted guaranteed loans
- Write-off of bad debts without receiving collateral
- Reevaluation from net realizable or expected value to net present value
- Modification of the terms of loans and guarantees
- Adjusting and closing entries

Who should attend:

Credit agency personnel and anyone interested in technical accounting training for federal credit programs.

Meets JFMIP Core Competencies for:

Accountants; Budget Analyst

Prerequisites:

SGL: Basic
SGL: Advanced
SGL: Trial Balances & Crosswalks

! This is a TCCR required Course

Washington, DC

April 9, 2003
October 2, 2003

Credit Reform Accounting

Treasury Certificate - Credit Reform (TCCR) Review

NEW!!!!!!

1-day Course Credit: 8 CPEs Tuition: \$335.00

The Treasury Credit Reform Certificate is designed to provide you with a thorough understanding of federal credit program accounting. This comprehensive review will provide an overview of each required course in the TCCR certificate. The review will provide students with an opportunity to ask questions on each required course.

Preparation for the examination is based on required course topic area. By reviewing topic areas in the examination content specifications, you may select materials to enhance your knowledge.

Upon successful completion of the TCCR Review students will feel more confident about the TCCR Exam

Who should attend:

Those who have completed the required TCCR courses or have almost completed all of the certification courses. Also, those students wanting a review of the TCCR exam material.

Meets JFMIP Core Competencies for:

Accountants; Budget Analyst

Prerequisites:

Credit Program Accounting & Reporting Concepts
Direct Loan Programs
Loan Guarantee Programs
Foreclosed Property in Credit Programs
Concepts of Present Value
Pre-Credit Reform Loans and Guarantees

Washington, DC

**April 24, 2003
October 7, 2003**

Treasury Certificate - Credit Reform Examination

4 hour Exam Tuition: \$50.00

The Treasury Credit Reform Certificate is designed to provide you with a thorough understanding of federal credit program accounting. The comprehensive examination is a primary component of the Treasury Credit Reform Certificate program. The examination is comprised of seven separate sections that specifically relate to course topic and is used to demonstrate familiarity, understanding and appreciation of the subject area.

The Treasury Certificate - Credit Reform examination is administered throughout the year in a multiple-choice, True/False and short answer format scheduled to coincide with the last required certificate course.

Preparation for the examination is based on required course topic area. By reviewing topic areas in the examination content specifications, you may select materials to enhance your knowledge.

Upon successful completion of the Treasury Certificate - Credit Reform Examination, your certificate will be mailed to you.

Who should attend:

Those who have attended the required Treasury Certificate - Credit Reform (TCCR) courses.

Prerequisites:

Credit Program Accounting & Reporting Concepts
Direct Loan Programs
Loan Guarantee Programs
Foreclosed Property in Credit Programs
Concepts of Present Value
Pre-Credit Reform Loans and Guarantees

! This is a TCCR required Course

Washington, DC

**January 24, 2003
May 2, 2003
October 10, 2003**

Federal Accounting Concepts

Accrual World

2-day Course Credit: 16 CPEs Tuition: \$475.00

This course provides a first-class introduction to Federal accounting. It reviews fundamental accounting terms from assets to financial statements, including a discussion of the Cash vs. Accrual methods of accounting. Using the accounting model, government accrual accounting principles are examined and applied. Legislative and Federal regulative history is presented and students apply course concepts in exercises from journal entries to financial statements.

Major topics include:

- Legislative accounting mandates (*including the CFO Act and GPRA*)
- Accounting terminology review
- Federal Accounting Standards
- Budget vs. Accounting processes
- Treasury periodic financial statements
- Purpose of agency general ledgers including use of SGL Chart of Accounts
- Proprietary and Budgetary accounting entries using the SGL for direct appropriations
- Standard Federal financial reports prepared from the SGL
- The principle financial statements

Who should attend:

Accountants new to the Federal government or those who need a refresher in accrual accounting will find this course especially useful.

Meets JFMIP Core Competencies for:

Accountants

Prerequisites:

None

Washington, DC

February 26-27, 2003
August 27-28, 2003

Basic Accounting Concepts

1-day Course Credit: 8 CPEs Tuition: \$335.00

This foundation course provides an excellent non-technical introduction to governmental accounting. Perfect for those interested in the cash and accrual bases of accounting.

Major Topics Include:

- Definition of accounting
- Accounting terminology (*e.g., debits and credits, "T" account*)
- Fundamental accounting principles
- The Cash and Accrual Bases of Accounting
- The Budgetary Equation
- The Balance Sheet and Statement of Net Cost accounting equations
- The Accounting Model
- The Accounting Process that includes financial source documents
- The SGL Chart of Accounts
- Standard financial statements/reports
- Introduction to Federal financial audit opinions

Who should attend:

Budget personnel, program personnel, and anyone interested in a thorough explanation of widely used accounting terms and concepts, especially those engaged in designing or developing Federal accounting systems will greatly benefit from this course.

Meets JFMIP Core Competencies for:

Accountants

Prerequisites:

None

Washington, DC

February 25, 2003
April 22, 2003
August 26, 2003

Federal Accounting Concepts

Bridging the GAAP: *Understanding Audit Results to Improve Financial Statements*

2-day Course Credit: 16 CPEs Tuition: \$475.00

Accounting standards include accounting concepts and standards applied by preparers and auditors of Federal financial statements (GAAP, GAAS). Audit standards are followed by auditors and audit organizations (GAGAS). This unique course traces the evolution of financial management legislation for accounting and auditing from the Budget and Accounting Act of 1950 through the present.

Students will review budget, accounting and auditing requirements and approaches, discuss the effects of changing requirements on financial management systems and examine Generally Accepted Government Auditing Standards (GAGAS), which includes a review of the types of government audits, general standards for conducting audits and audit reporting requirements. The roles, responsibilities, and contributions of budget, accounting and audit personnel in the entire financial management environment is also included.

Major topics include:

- Financial management legislation
- Hierarchy of accounting principles and standards
- Financial statements and reports
- Hierarchy of auditing standards, including OMB 98-08, GAGAS, and GAAS
- Audit tools and phases
- Internal control
- System requirements
- The CIO Act of 1996 (Clinger-Cohen)

Who should attend:

Accountants, Auditors, Financial System personnel or anyone in the areas of Federal financial and program management will find this course ideal.

Meets JFMIP Core Competencies for:

Accountants; Financial Managers

Prerequisites:

None

No scheduled dates listed.

This course is available as an agency specific

Survey of FASAB

3-day Course Credit: 24 CPEs Tuition: \$685.00

This introductory course offers an overview of the Statement of Federal Financial Accounting Concepts (SFFACs) and the Statement of Federal Financial Accounting Standards (SFFASs) recommended by the Federal Accounting Standards Advisory Board (FASAB).

Accountants and auditors will obtain recent FASAB updates to the accounting standards such as exposure drafts, implementation guides and recommended accounting standards. In addition, participants will learn how to recognize, record and report on transactions and accounts covered by the standards through exercises and class discussions of FASAB meetings and newsletters. This course will bring the standards into the practical realm!

Major topics include:

- General provisions and scope of SFFAS Nos. 1 through 22 and related statements on recommended accounting standards (SRAS)
- Inflow of resources from revenue, reporting of stewardship assets, property plan and equipment, managerial cost, internal use software and contingent liabilities

Who should attend:

The course is useful for accountants, budget analysts, or program personnel who must gather or input transaction data or prepare financial statements; auditors of the statements; and those who design, operate, or maintain supporting financial management systems.

Meets JFMIP Core Competencies for:

Accountants; Budget Analyst; Financial Managers

Prerequisites:

None

Washington, DC

**June 11-13, 2003
November 5-7, 2003**

Financial Reporting & Reconciliation

FACTS I/OMB Form & Content Statements

2-day Course Credit: 16 CPEs Tuition: \$475.00

This course provides a comprehensive examination of the FACTS I reporting system and the Office of Management and Budget (OMB) form and content statements. These reports form the basis for information presented in Treasury's annual Financial Report of the U.S. Government and for agency annual audited financial statements required by the Chief Financial Officers' Act, Government Performance and Results Act and the Government Management and Reform Act. FACTS I system reporting requirements will be presented and discussed in depth. The OMB required basic financial statements will be outlined with content and display requirements. Course exercises are used to demonstrate the content, preparation and review of FACTS I and Form & Content reports.

Major topics include:

- Authoritative reporting guidance
(OMB Circular A-34, Treasury Financial Manual and OMB 97-01)
- FACTS I; the system, components, edits, structure, and system outputs
- Form & Content reports (*Balance Sheet, Statements of Net Cost, Budgetary Resources, Financing, Changes of Net Position, and Custodial Activity*)
- Relationship of the FACTS I to agency financial reports
- SGL Trial Balance information

Who should attend:

Personnel involved with the input or preparation of data for input to FACTS I and/or preparation of the Agency/Entity's federal financial reports including accountants, analysts, budget personnel and auditors.

Meets JFMIP Core Competencies for:

Accountants

Prerequisites:

SGL: Basic
SGL: Advanced

! This is a TCAR required course

Washington, DC
January 13-14, 2003
April 21-22, 2003
July 14-15, 2003
September 15-16, 2003
October 27-28, 2003

Kansas City, MO
August 25-26, 2003

FACTS II: The Next Reporting System

2-day Course Credit: 16 CPEs Tuition: \$475.00

FACTS II is a financial management system used to collect budget execution data required by the SF 133: Report on Budget Execution (a quarterly report that contains information on the sources of budget authority and the status of budgetary resources by individual fund or appropriation), the FMS 2108: Year-End Closing Statement (an annual report that contained year-end fund resources, uses, and unobligated balances by individual appropriation or fund) and much of the initial set of data for the Program and Financing (P & F) Schedule – prior year column.

Major topics include:

- In-depth discussion of the SGL as it relates to FACTS II
- Budgetary Accounts, Fund Balance w/Treasury and Investments
- FMS 2108 Year End Closing Statement and SF 133 Report on Budget Execution (*How these reports are generated*)
- FACTS II system requirements and edits (*agency implementation example*)
- Auditing FACTS II information

Who should attend:

Accountants working at the operational and transactional level including preparers and reviewers; Auditors of year-end reports, financial statements, and budget reports; and Budget Analysts responsible for the formulation and execution of agency budget reports.

Meets JFMIP Core Competencies for:

Accountants; Budget Analysts

Prerequisites:

Participants must have knowledge of:

- Basic Governmental Accounting
- U.S. Standard General Ledger (SGL)
- SGL Accounts related to the FMS 2108 and the SF 133

! This is a TCAR required course

Washington, DC
January 15-16, 2003
April 23-24, 2003
July 16-17, 2003
September 17-18, 2003
October 29-30, 2003

Kansas City, MO
August 27-28, 2003

Financial Reporting & Reconciliation

FMS 1219/1220 Course

1 1/2-day Course Credit: 12 CPEs Tuition: \$445.00

This fundamental course for Non-Treasury Disbursing Offices (NTDOs) examines the purpose and preparation of the FMS 1219: Statement of Accountability and the FMS 1220: Statement of Transactions used by Federal agencies who have the statutory authority to issue payments. Students focus on reporting transactions by 4-digit Agency Location Code, Appropriation and other fund symbols. Students learn how to report deposit and disbursement transactions and the source documents used to prepare these reports. *Special Note:* This course includes report submission via GOALS II, effective August 2000.

Major topics include:

- Terms and concepts
- Deposit and disbursement processes used by most Federal agencies
- Submission deadlines
- Reporting by Federal accounts (*Receipts, Expenditure and Suspense*)
- Document preparation (*by section/by line*)
- Making corrective entries
- Collection, disbursement and check cancellation source documents used to prepare the report (*FMS 215, 5515, 1166, IPAC, 145*)
- Spotting "red flags" and edit checks in reporting
- GOALS II "Internet" submission

Who should attend:

Preparers, reviewers especially Auditors and Systems personnel or anyone interested in a comprehensive explanation of the FMS 1219 and FMS 1220 used by Non-Treasury Disbursing Offices (NTDOs). Excellent for those with no prior knowledge.

Meets JFMIP Core Competencies for:

Accountants

Prerequisites:

None

! This is a TCAR required course

Washington, DC

May 7-8, 2003

FMS 224: Statement of Transaction

1 1/2-day Course Credit: 12 CPEs Tuition: \$445.00

This primer course reviews the purpose and preparation of the FMS 224: Statement of Transactions used by Federal agencies for whom Treasury Regional Financial Centers (RFCs) issues payments. Focusing on reporting by 8-digit Agency Location Code and Appropriation and other fund symbols, students learn how to report deposit and disbursement transactions and the source documents used to prepare the report.

Major topics include:

- Terms and concepts
- Deposit and disbursement processes used by most Federal agencies
- Submission deadlines
- Reporting by Federal accounts (*Receipts, Expenditure and Suspense*)
- Document preparation (*by section/by line*)
- Making corrective entries
- Collection, disbursement and check cancellation source documents used to prepare the report (*FMS 215, 5515, 1166, IPAC, 145*)
- Spotting "red flags" and edit checks in reporting
- GOALS II "Internet" submission

Who should attend:

Preparers, reviewers especially Auditors and Systems personnel or anyone interested in a comprehensive explanation of the FMS 224. Excellent for those with no prior knowledge.

Meets JFMIP Core Competencies for:

Accountants

Prerequisites:

None

! This is a TCAR required course

Washington, DC

January 7-8, 2003

April 30-May 1, 2003

June 10-11, 2003

September 16-17, 2003

October 22-23, 2003

December 2-3, 2003

Kansas City, MO

March 17-18, 2003

Financial Reporting & Reconciliation

IPAC

1-day Course Credit: 8 CPEs Tuition: \$335.00

The Intra-Governmental Payment and Collection (IPAC) System is one of the major components of the Government On-Line Accounting Link System II (GOALS II). The IPAC application's primary purpose is to provide a standardized interagency fund transfer mechanism for Federal Program Agencies (FPAs). IPAC facilitates the intra-governmental transfer of funds, with descriptive data, from one FPA to another. On-line transactions will be processed immediately.

The IPAC system contains multiple components which are: 1) the IPAC application; 2) the Retirement and Insurance Transfer System (RITS); and 3) the Treasury Receivable Accounting and Collection System (TRACS) interface.

Major topics include:

- IPAC collection and disbursement transactions
- IPAC adjustments and zero dollar activity
- Viewing and printing reports
- Agency special requirements and parent/child relationships
- End of month reporting on the FMS 224 and/or the FMS 1219/1220
- Statement of Differences (FMS 6652) caused by incorrect IPAC reporting

Who should attend:

Users of the IPAC system. Also, preparers, reviewers, accountants and anyone interested in an understanding of how the IPAC system works and can be used in reconciling interagency accounting differences.

Meets JFMIP Core Competencies for:

Accountants

Prerequisites:

None

Washington, DC

**February 20, 2003
June 25, 2003
August 28, 2003**

Reconciling the Fund Balance w/Treasury

1-day Course Credit: 8 CPEs Tuition: \$335.00

This exceptional course explains the relationship of monthly agency reporting to Treasury summary account balances produced at the Agency Location Code level.

FMS has determined that fund balance reconciliation includes cash reconciliation process (Statement of Differences) and the reconciliation of Treasury's summary appropriation account reports to agency records. This useful course offers suggestions for investigating/resolving differences and reporting adjustments. This course revision now incorporates the Statement of Differences reconciliation process.

Major topics include:

- Description and explanation of the cash reconciliation process:
FMS 6652: Statement of Differences
Support listings for deposit and disbursing transactions
- Description and explanation of fund balance reconciliation process w/Treasury summary reports:
FMS Form 6653: Undisbursed Appropriation Account Ledger
FMS Form 6654: Undisbursed Appropriation Account Trial Balance
FMS Form 6655: Receipt Account Reports
- Sample SGL 1010 transactions
- Crosswalk to FMS 224 (1219/1220) reporting
- Comprehensive case study

Who should attend:

Accountants and auditors responsible for reviewing agency fund balances and audit results.

Meets JFMIP Core Competencies for:

Accountants

Prerequisites:

FMS 224: Statement of Transactions
FMS 1219/1220 Course
SGL: Basic

Washington, DC

**January 9, 2003
June 12, 2003
September 18, 2003
December 10, 2003**

Kansas City, MO

March 19, 2003

! This is a TCAR required course

Financial Reporting & Reconciliation

SF-133 Report on Budget Execution **NEW!**

1-day Course Credit: 8 CPEs Tuition: \$335

This course is designed to help individuals who prepare or want to understand the components of the SF-133 and how the document is used. The SF-133: Report on Budget Execution is a quarterly report that contains information on the sources of budget authority and the status of budgetary resources by individual fund or appropriation.

Major topics include:

- Background and structure of the SF-133; how to apply OMB Circular A-11 guidance when preparing the SF-133.
- Information included on each line of the form and how it is used; line-by-line guidance on the SF-133 preparation.
- Tracking and reporting current year direct and reimbursable budget authority
- OMB Circular A-11 (2002)

Who should attend:

Accountants and budget analysts working at the operational and transactional level including preparers and reviewers; auditors of year-end reports, financial statements, and budget reports; and budget analysts responsible for the formulation and execution of agency budget reports.

Meets JFMIP Core Competencies for:

Accountants; Budget Analysts

Prerequisites:

Participants should have knowledge of:

- U.S. Standard General Ledger (SGL) budgetary accounts related to the SF-133.

Washington, DC

**June 27, 2003
October 17, 2003**

Statements of Budgetary Resources & Financing

2-day Course Credit: 16 CPEs Tuition: \$475.00

This advanced reporting course covers the genesis, rationale, and underlying theory of the federal statements of budgetary resources and financing. It discusses the structure of the statements and how they are fed by transactions and accounts, and the relationship of the statements to each other and to other and to other financial statements required by federal accounting and reporting standards.

The course provides exercises for the students to prepare the statements on their own given required information, and includes a student manual and a bibliography for obtaining additional information. *Special Note:* This course includes revisions based on the planned FASAB implementation guidance for FY 2001/2002.

Major topics include:

- Statements of Budgetary Resources and Financing structure
- SGL transactions and accounts
- Which transactions are reported on statement sections

Who should attend:

Accountants, budget analysts, or program personnel who must gather or input transaction data or prepare financial statements; auditors of the statements; and those who design, operate, or maintain supporting financial management systems.

Meets JFMIP Core Competencies for:

Accountants; Budget Analysts

Prerequisites:

Working knowledge of Federal accounting standards, budgetary and proprietary accounting and reporting. Prior attendance in both SGL: Basic and SGL: Advanced courses is required.

Washington, DC

**April 22-23, 2003
October 8-9, 2003**

Financial Reporting & Reconciliation

Treasury Certificate - **NEW!!** Accounting & Reporting (TCAR) Review

1-day Course Credit: 8 CPEs Tuition: \$335.00

The Treasury Credit Accounting & Reporting Certificate is designed to provide you with a thorough understanding of FMS Treasury reporting requirements and systems. This comprehensive review will provide an overview of each required course in the TCAR certificate. The review will provide students with an opportunity to ask questions on each required course.

Preparation for the examination is based on required course topic area. By reviewing topic areas in the examination content specifications, you may select materials to enhance your knowledge.

Upon successful completion of the TCAR Review students will feel more confident about the TCAR Exam

Who should attend:

Those who have completed the required TCAR courses or have almost completed all of the certification courses. Also, those students wanting a review of the TCAR exam material.

Meets JFMIP Core Competencies for:

Accountants; Budget Analysts; Financial Managers

Prerequisites:

SGL: Basic
SGL: Advanced
SGL: Upward & Downward Adjustments
FMS 224: Statement of Transactions or FMS 1219/1220
Reconciling the Fund Balance w/Treasury
FACTS I/Form & Content Statements
FACTS II: The Next Reporting System

Washington, DC

**February 19, 2003
June 24, 2003
August 27, 2003
December 9, 2003**

Treasury Certificate - Accounting & Reporting (TCAR) Exam

4 hour Exam Tuition: \$50.00

The Treasury Accounting & Reporting Certificate is designed to provide you with a thorough understanding of FMS Treasury reporting requirements and systems. The comprehensive examination is a primary component of the Treasury Accounting & Reporting Certificate program. The examination is comprised of seven separate sections that specifically relate to course topic and is used to demonstrate familiarity, understanding and appreciation of the subject area.

The Treasury Certificate - Accounting & Reporting Examination is administered periodically throughout the year in a multiple-choice, True/False and short answer format scheduled to coincide with the last required certificate course.

Preparation for the examination is based on required course topic area. By reviewing topic areas in the examination content specifications, you may select materials to enhance your knowledge.

Upon successful completion of the Treasury Certificate - Accounting & Reporting Examination, your certificate will be mailed to you.

Who should attend:

Those who have completed the required TCAR courses and submitted the certification application.

Prerequisites:

SGL: Basic
SGL: Advanced
SGL: Upward & Downward Adjustments
FMS 224: Statement of Transactions or FMS 1219/1220 Course
Reconciling the Fund Balance w/Treasury
FACTS I/Form & Content Statements
FACTS II: The Next Reporting System

! This is a TCAR required course

Washington, DC

**February 21, 2003
June 26, 2003
September 11, 2003
December 11, 2003**

General Financial

Practical Applications of Appropriations Law

2-day Course Credit: 16 CPEs Tuition: \$475.00

This course is a "must" for every career Federal employee. It offers an introduction to frequently cited laws and Comptroller General decisions. Starting with the Federal Budget Process, the course tracks an agency's appropriation from beginning to end. Focusing on the practical application of information, the course explains the legal availability of funds according to Purpose, Time, and Amount.

Major topics include:

- GAO Classification of Appropriations, Obligations and Deobligations
- The Necessary Expenses Doctrine
- Lump Sum Appropriations
- The Anti-Deficiency Act
- The Bona Fide Needs Rule
- Legal Liability and Relief of Accountable Officers
- Continuing Resolutions
- The Economy Act
- Food, Gifts and Business Cards
- Judgement Fund Responsibilities

Case studies and practical exercises help students apply the concepts and understand the impact of Comptroller General decisions on their program areas. GAO's latest decisions will be provided and discussed. Students take home Volumes I and II of GAO's Principles of Federal Appropriations Law.

Who should attend:

Anyone who wishes to understand the Federal Appropriations process and its implications for Federal agencies.

Meets JFMIP Core Competencies for:

Accountants; Budget Analysts; Financial Managers

Prerequisites:

None

Washington, DC

January 16-17, 2003
February 27-28, 2003
April 24-25, 2003
June 5-6, 2003
July 24-25, 2003
September 11-12, 2003
October 28-29, 2003
December 2-3, 2003

Practical Applications of Appropriations Law Refresher

1-day Course Credit: 8 CPEs Tuition: \$335.00

Appropriations Law Refresher is a one-day update and review of frequently cited laws and Comptroller General decisions. Focusing on the practical application of information, the course explains the legal availability of funds according to Purpose, Time, and Amount. Furthermore, Appropriations Law Refresher covers the most recent legal changes affecting your program's operations, from decisions on providing food at trainings and meetings, business cards, taxes, and professional liability insurance to the statutory authority of the General Accounting Office. Case studies and practical exercises help students apply the concepts and understand the impact of Comptroller General decisions on their program areas. GAO's latest decisions and transfer of statutory authority will be provided and discussed.

Major topics include:

- Recent Legislation and Changes in the Federal Budget Process and Financial Mgmt
- Classification of Appropriations
- GAO's Legal Authority over Appropriations
- Purpose, Time, and Amount
- The Necessary Expenses Doctrine
- Food, Gifts, Business Cards, Cellular Telephones, Professional Liability Insurance
- The Bona Fide Needs Rule
- Severable Services and Multi-year Contracts
- Judgement Fund Responsibilities
- Lump Sum Appropriations
- The Anti-Deficiency Act
- The Economy Act
- Legal Liability and Relief of Accountable Officers

Who should attend:

Employees who have not taken an Appropriations Law course in the last three years.

Meets JFMIP Core Competencies for:

Accountants; Budget Analysts; Financial Managers

Prerequisite:

Appropriations Law

Washington, DC

February 13, 2003
June 19, 2003
September 26, 2003

General Financial

Certifying Officers

1-day Course Credit: 8 CPEs Tuition: \$335.00

This course explains the legal role and responsibilities of Certifying Officers. Students learn about the differences between Certifying Officers and other accountable officers, the role of the Certifying Officer in the payment process, and the Certifying Officer's legal liability if a loss occurs. Through a close examination of relevant statutes and Comptroller General decisions, this course provides Certifying Officers with the knowledge to certify with confidence that federal payments are legal, proper and correct. Students work in teams to solve practical exercises and case studies

Major topics include:

- Legal Liability and Relief of Accountable Officers
- Automated Payment Systems
- Electronic Certification
- Duplicate Check Losses
- Proper Collection Action

Who should attend:

Certifying Officers or other Accountable Officers (Disbursing Officers, Imprest Fund Cashiers, Collecting Officers).

Meets JFMIP Core Competencies for:

Accountants; Budget Analysts; Financial Managers

Prerequisites:

None

Washington, DC

**January 30, 2003
March 13, 2003
July 10, 2003
September 25, 2003
December 4, 2003**

Dollars and \$ense: *Making Sense of Treasury's*

Accounting Requirements

2-day Course Credit: 16 CPEs Tuition: \$475.00

This excellent course is an informative overall introduction to government financial management. Students become acquainted with the historical context of the Federal government and the legal concepts that drive Congressional appropriation actions.

This course presents budgetary and cash financial reporting documents, explains the interrelationships of these forms and discusses impending reporting changes. This course also presents the financial documents that trace and record the movement of appropriated and other federal funds from appropriation through financial reports.

Major topics include:

- Government historical perspective (*legislative requirements*)
- The Federal Budget Process
- Appropriation Law case studies
- Federal Account Symbols & Titles (*receipt, expenditure, suspense*)
- Agency Location Codes (*ALCs/DSSNs*)
- Budgetary formula and OMB reports SF 132 & 133 (*Facts II*)
- FMS 6200 Warrant and FMS 1151 Non Expenditure Transfer Authorization
- Collection/disbursement documents and monthly reports
- FMS 224 (or FMS 1219/1220) Reporting

Who should attend:

Budget Analysts, Financial Program personnel, Accountants, Auditors, Federal Accounting systems design or implementation specialists. Excellent for those in need of a complete overview of government financial management.

Meets JFMIP Core Competencies for:

Accountants; Budget Analysts; Financial Managers

Prerequisites: None

Washington, DC

**March 11-12, 2003
September 9-10, 2003
November 5-6, 2003**

**San Francisco, CA
January 30-31, 2003**

General Financial

Financial Process Improvement

2-day Course Credit: 16 CPEs Tuition: \$475.00

This course equips project leaders and teams with the know-how to improve the efficiency and effectiveness of any work processes that produces financial transactions, programs, budgets or reports. The process to be improved may be confined to one organization or it may span numerous organizations, as processes typically do. Each of the topics in the course features practical exercises and a progressive case study project, as well as tips based on the many lessons learned in financial process improvements.

Major topics include:

- Definition of Work Processes
- Defining the Project's Strategic Context
- Selecting the Right Process to be Improved
- Determining the Project Scope, Methodology, Work Breakdown and Resources
- Establishing Breakthrough Objectives and Performance Goals for the Process
- Techniques for Analyzing the Current Process
- Building Recommendations for Process Improvement
- Designing the New Process
- Implementing the New Process

Who should attend:

Financial operations managers, project leaders, project team members, or anyone interested in solid skills for process improvement.

Meets JFMIP Core Competencies for:
Financial Managers

Prerequisites:
None

Washington, DC

**March 19-20, 2003
November 17-18, 2003**

Performance Planning and Execution

2-day Course Credit: 16 CPEs Tuition: \$475.00

The financial community, responsible for compliance with the Government Performance and Results Act, can provide valuable assistance to program managers using this course as a guide. The course provides a hands-on, practical approach to managing an organization toward its performance goals through the development of relevant, deployable performance plans. It provides useful tools and methods for executing plans and driving goals all the way down to the individual in a positive, motivational manner.

Major topics include:

- Linking Performance, Business Processes and Financial Resources
- A Model for Government Performance Management and Budget Justification
- Performance Goals versus Performance Plans
- Establishing Effective, Manageable Performance Goals
- Creating the Right Strategic Performance Plan
- Developing Annual Performance Plans that Work
- A Better Crosswalk from the Annual Plan to the Annual Budget
- Addressing the Extra Work of Plan Execution
- Linking Plan Execution to Activity Based Costing

Who should attend:

Financial operations managers, budget analysts, Results Act interpreters and consultants, or anyone interested in going beyond compliance paperwork to the creation of a high performing workplace.

Meets JFMIP Core Competencies for:
Financial Managers

Prerequisites:
None

Washington, DC

**March 17-18, 2003
November 19-20, 2003**

Standard General Ledger

SGL: Advanced

2-day Course Credit: 16 CPEs Tuition: \$475.00

This companion SGL course continues the explanation of the most common U.S. Government Standard General Ledger transactions for operating appropriations and reimbursable work.

SGL: Advanced includes additional SGL accounts, descriptions, and pro forma entries.

Major topics include:

- Closing, expiring, and canceling entries for reimbursable and direct funding
- Allocation entries for intra-fund transfers
- Unfunded liabilities and expenses
- Current year adjusting entries for:
 - Obligations different from commitments
 - Expenditures different from obligations
 - Payments with discounts
 - Reimbursable orders

Who should attend:

Those proficient at the operational and transactional level of Federal accounting will find this course useful.

Meets JFMIP Core Competencies for:

Accountants; Budget Analysts; Financial Managers

Prerequisites:

SGL: Basic

! This is a TCAR required course

Washington, DC

**January 29-30, 2003
March 5-6, 2003
May 7-8, 2003
June 25-26, 2003
October 22-23, 2003
December 3-4, 2003**

SGL: Basic

2-day Course Credit: 16 CPEs Tuition: \$475.00

This course presents the U. S. Government Standard General Ledger (SGL) document components and explains the objectives and policies of the SGL. It is designed to differentiate between budgetary and proprietary accounting and explains the integration of budgetary and proprietary SGL accounts.

This course is continuously updated to present the most recent changes to accounts and pro forma entries. SGL: Basic is the first course in the SGL series of courses.

Major topics include:

- Accounting for basic operating appropriations and reimbursable work
- Information contained in the SGL accounts and how the accounts are used
- The most common accounting transactions and accounts used in Federal agencies
- Practical exercises and case studies to reinforce course content

Who should attend:

Those proficient at the operational and transactional level of Federal accounting will find this course useful.

Meets JFMIP Core Competencies for:

Accountants; Budget Analysts; Financial Managers

Prerequisites:

Accrual World or
An understanding of accounting on basic accounting accruals

! This is a TCAR required course

Washington, DC

**January 27-28, 2003
March 3-4, 2003
May 5-6, 2003
June 23-24, 2003
October 20-21, 2003
December 1-2, 2003**

San Francisco, CA

January 28-29, 2003

Kansas City, MO

May 13-14, 2003

Standard General Ledger

SGL: Intermediate

NEW!!!!

2-day Course

Credit: 16 CPEs

Tuition: \$475.00

This course reviews the U.S. Government Standard General Ledger (SGL) document components. Integrating the Budgetary and Proprietary accounts for both Direct Funds and Reimbursable Funds are discussed.

This course is intended for those individuals who have completed the SGL Basic and feel that they have a need for instruction on the SGL before attending the advance course. Practical exercises and case studies are used to reinforce course content.

Major topics include:

- Accounting for direct appropriations and reimbursable work
- SGL account titles and descriptions. How the accounts are used
- Accounting transactions and accounts used in Federal agencies
- Practical exercises and case studies to reinforce course content

Who should attend:

Those individuals that attended SGL-Basic several years ago wanting a refresher or those needing additional information on basic SGL concepts before moving into a more advance SGL environment.

Meets JFMIP Core Competencies for:

Accountants; Budget Analysts; Financial Managers

Prerequisites:

SGL: Basic or equivalent course

Washington, DC

**May 12-13, 2003
Sept. 8-9, 2003**

SGL: Upward & Downward Adjustments

1-day Course Credit: 8 CPEs Tuition: \$335.00

This course addresses three specific areas: The SGL entries for upward and downward adjustments to prior year obligations in expired appropriations; the SGL entries for upward and downward adjustments for prior year obligations in multi-year and indefinite appropriations; and the closing entries for expired and unexpired appropriations.

SGL: Upward & Downward Adjustments shows how adjustments and prior year obligations affect the Statement of Transactions (FMS 224 or FMS 1220) and the Report on Budget Execution (SF 133/FACTS II).

Major topics include:

- Accounts used for upward and downward adjustments of prior-year obligations, both paid and unpaid
- How and when each type of transaction should be recognized on an agency's books
- How these transactions are reported to Treasury and OMB

Who should attend:

Those proficient at the operational level of Federal accounting and reporting.

Meets JFMIP Core Competencies for:

Accountants; Budget Analysts; Financial Managers

Prerequisites:

SGL: Basic

SGL: Advanced

! This is a TCAR required course

Washington, DC

**January 31, 2003
May 9, 2003
October 24, 2003
December 5, 2003**

Kansas City, MO

August 29, 2003

Standard General Ledger

SGL: Trial Balances & Crosswalks

1-day Course Credit: 8 CPEs Tuition: \$335.00

This course provides an in-depth presentation of the Standard General Ledger as it relates to FACTS I and FACTS II trial balances.

It addresses three specific areas: the internal relationships of the SGL accounting flow and its differences from commercial accounting; the relationship of the SGL to federal reports and their relationship to each other and the relationship of specific SGL accounts to each other. Students will use a crosswalk to create a report and be shown a tool for testing the validity of the trial balance prior to reporting.

The course also provides guidance for the preparation of Form and Content financial statements using the Treasury Financial Manual (TFM) crosswalks and OMB guidance. Common SGL accounting transactions, adjusting entries, and account attributes will be illustrated.

Major topics include:

- Relationships among SGL accounts
- Attributes needed to pass FACTS I and II reporting edits
- Preparation of financial statements

Who should attend:

Accountants proficient at the operational level responsible for preparation of external reports and auditors requiring an understanding of the purpose and structure of the SGL and its relationship to the Federal accounting reporting requirements.

Prerequisites:

SGL: Basic
SGL: Advanced

Washington, DC

January 17, 2003
April 25, 2003
July 18, 2003
October 31, 2003

SGL: Revolving Funds

2-day Course Credit: 16 CPEs Tuition: \$475.00

Do you have revolving funds or miscellaneous receipts? During this two day course, one and a half days are devoted to discussing revolving fund transactions with the remainder of the class spent discussing miscellaneous receipts. The structure of a revolving fund and its various formats, a comparison of accounting for direct and reimbursable funds to revolving funds and the budgetary and proprietary accounting entries for a revolving fund are presented. The definition, accounting entries, closing entries and reporting process are presented for miscellaneous receipts.

This course also gives you the opportunity to practice preparing entries for these funds through case studies and exercises.

Major topics include:

- The characteristics of revolving funds and miscellaneous receipts
- How to record a start-up appropriation for revolving funds
- How to record anticipated and actual work orders
- How to record advances, billings and collections
- How to record receivables, bad debts and collections for general fund receipts

Who should attend:

Accountants and auditors responsible for business-type revolving funds and/or miscellaneous receipts accounts.

Prerequisite:

SGL: Basic
SGL: Advanced

Washington, DC

February 3-4, 2003
June 9-10, 2003
November 3-4, 2003

Technology

Business Case/I-TIPS User Training

2-day Course **Credit: 10 CPEs** **Tuition: \$ 475.00**
(9:00 am - 3:00pm)

This training session is designed to teach professionals the application of Information Technology Investment Portfolio System (I-TIPS) in the submission of IT capital investments. Because the I-TIPS platform is Internet based and has broad application, the electronic classroom is suited for delivering this curriculum. This training will familiarize the student on the mechanics of completing the information required in I-TIPS. Upon completion of this training, participants will have gained the knowledge to support and maintain their respective business unit's portfolio of IT capital investments. OMB Circular A-11 is the guidance and the training will enable the student to satisfy all requirements for completing an OMB Exhibit 300 Report. The students will learn navigation skills required for working in the I-TIPS repository and how to develop the information required to populate all I-TIPS folders. By the end of training, participants will be able to demonstrate the following understanding and skills:

- To identify components of I-TIPS
- Recognize the status of an I-TIPS initiative
- Identify errors
- Appreciate the I-TIPS workflow process
- Understand the OMB submission process

GOALS:

- Students should learn how to present their required information into the appropriate folders within I-TIPS.
- Students should learn where to get additional help if needed.
- Students should learn what the process is for approving and reviewing initiatives in I-TIPS.
- Students should learn how to use an integrated project team in completing the information within I-TIPS.

Requirement:

Students must bring with them their LAN hash identification and password. The instructor will provide an I-TIPS user name and password for each student upon arrival.

Washington, DC

Course will be offered semi-annually. Dates to be determined. Check our web site for scheduled dates.

Cost Benefit Analysis Training

2-day Course **Credit: 10 CPEs** **Tuition: \$ 475.00**
(9:00 am - 3:00pm)

This training session teaches professionals how to develop a cost benefit analysis (CBA) for IT capital investments. The electronic classroom is suited for delivering this curriculum. The CBA is a primary Business Case component. The Business Case is, in turn, the principal component of the OMB Exhibits 300 and 53 - both of which are entered into I-TIPS (Information Technology Investment Portfolio System). This training will familiarize the student with the primary CBA elements which include: ensuring the project's mission aligns with the organization's strategic plan; developing assumptions, performing a gap analysis, developing baseline and alternative costs, estimating benefits and risk, and calculating financial metrics (i.e., net present value, payback period, internal rate of return). Upon completion, participants will have gained the knowledge of the requirements needed to support a viable IT business case submission.

By the end of the training, participants will be able to demonstrate the following understanding and skills:

- To identify and become familiar with the primary CBA components and process
- How CBA is used to evaluate different technical alternatives
- How CBA is used to justify, quantitatively and qualitatively, an investment to decision-makers before an investment decision and throughout its lifecycle
- How CBA is used to establish a baseline used to monitor, measure, and evaluate an investment over its lifecycle.

GOALS:

Students should learn that the CBA methodology and how it supports the Business Case. Students learn how to present CBA results and how to integrate decision analysis in to the CBA process. Students should learn where to get additional help if needed.

Washington, DC

Course will be offered quarterly. Dates to be determined. Check our web site for scheduled dates.

Conferences, Seminars & Workshops

2003 Year-End Closing Seminar

1-day Event

Credit: 8 CPEs

Tuition: \$495.00*

** Early Bird Registration: Register for the seminar by June 1, 2003 and pay only \$400.00*

The ever popular Year-End Closing Seminar presents the latest information for agency submission of year-end reporting. Subject matter experts from OMB, Treasury, FASAB, and other agencies present pertinent information about financial reporting requirements.

Participants will be informed of the latest financial reporting information, and receive guidance on year-end reporting prior to the preparation of their agency financial statements.

Major topics include:

- TFM Procedures
- Form and content of agency financial statements
- Year-end reconciliation procedures
- FACTS I & FACTS II instructions
- Year-end reporting due dates
- FASAB year-end guidance
- Critical reporting references (TFM, Web sites, etc.)

Who should attend

This seminar is ideal for members of the CFO and IG offices, especially accountants, auditors, managers, and others in the financial management community that are involved in preparing or reviewing annual financial reports and statements. Especially useful for those desiring instructional year-end reporting training.

Prerequisites

Individuals attending the seminar should have knowledge of one or more of the following:

- Federal Financial Accounting Standards
- Form and Content (OMB 97-01)
- U.S. Standard General Ledger
- Audit Requirements for Federal Financial Statements (OMB 98-08)

Washington, DC

August 11, 2003

13th Annual Government Financial Management Conference

3-day Event

Credit: up to 24 CPEs

Tuition: \$775.00*

** Early Bird Registration: Register for the conference by June 1, 2003 and pay only \$700.00*

This exceptional annual conference attracts a capacity audience of 600 government financial managers in search of up-to-date, expert information on improvements advancements, and developments in federal financial management. All of the presentations are given by financial management experts, such as, CFOs and Deputy CFOs, Congressional staff members, corporate personnel and individuals who have been involved in the design and development of Federal financial management changes.

Our Annual Government Financial Management Training Conference offers the latest topics and most interesting developments in financial management. The training conference includes plenary sessions, keynote address, concurrent breakout sessions, networking reception, and corporate and government exhibits.

Conference Benefits:

- Choose from a variety of financial management related topics . There are over 70 sessions and plenaries in the areas of accounting, reporting, auditing, technology, human resources, and budgeting.
- Learn the latest developments in financial practices, systems and operations
- Gain financial leadership perspectives from distinguished plenary speakers
- Network with financial colleagues
- Government and corporate exhibitors, presentations, and demonstrations

Who should attend

This training is ideal for a range of financial management and related disciplines. All levels, from technician to executive level personnel, will find this conference relevant and informative.

Prerequisites:

None

Washington, DC

August 12-14, 2003

Schedule of Training

7-8	FMS 224: Statement of Transaction
9	Reconciling the Fund Balance w/ Treasury
13-14	FACTS I/OMB Form & Content Statements
15-16	FACTS II: The Next Reporting System
16-17	Practical Applications of Appropriations Law
17	Standard General Ledger - Trial Balance
23	Credit Program Accounting & Reporting Concepts
24	TCCR Examination
27-28	Standard General Ledger - Basic
28-29	Standard General Ledger - Basic (San Francisco)
29-30	Standard General Ledger - Advance
30	Certifying Officer
30-31	Dollars & Sense (San Francisco)
31	Standard General Ledger - Upward & Downward Adjustments

3-4	Standard General Ledger - Revolving Funds
13	Practical Applications of Appropriations Law Refresher
19	TCAR Review (NEW!!)
20	IPAC
21	TCAR Exam
25	Basic Accounting Concepts
26-27	Accrual World
27-28	Practical Applications of Appropriations Law

3-4	Standard General Ledger - Basic
5-6	Standard General Ledger - Advance
11-12	Dollars & Sense
13	Certifying Officer
17-18	FMS 224: Statement of Transaction (Kansas City)
17-18	Performance Planning and Execution



Jan



Feb



Mar

Schedule of Training

Mar

19 Credit Program Accounting & Reporting Concepts
19 Reconciling the Fund Balance w/Treasury (Kansas City)
19-20 Financial Process Improvement
20-21 Direct Loan
25-26 Loan Guarantee Programs
27 Foreclosed Property in Credit Programs

Apr

1 Cost Management in Government: Winning the Cost War
2-3 Fundamentals of Managerial Costing in Government
8 Concepts of Present Value
9 Pre-Credit Reform Loans & Guarantees
21-22 FACTS I/OMB Form & Content Statements
22 Basic Accounting Concepts
22-23 Statement of Budgetary Resources
23-24 FACTS II: The Next Reporting System
24 TCCR Review **(NEW!)**
24-25 Practical Applications of Appropriations Law
25 Standard General Ledger - Trial Balance
30 FMS 224: Statement of Transaction

May

1 FMS 224: Statement of Transaction
2 TCCR Exam
5-6 Standard General Ledger - Basic
7-8 Standard General Ledger - Advance
7-8 FMS 1219/1220 Course
9 Standard General Ledger - Upward & Downward Adjustments
12-13 Standard General Ledger - Intermediate **(NEW!)**
13-14 Standard General Ledger - Basic (Kansas City)

June

5-6 Practical Applications of Appropriations Law
9-10 Standard General Ledger - Revolving Fund
10-11 FMS 224: Statement of Transaction
11-13 FASAB
12 Reconciling the Fund Balance w/Treasury
19 Practical Applications of Appropriations Law Refresher
23-24 Standard General Ledger - Basic

Schedule of Training

24 TCAR Review **(NEW!)**
25 IPAC
25-26 Standard General Ledger - Advance
26 TCAR Exam
27 SF-133 Budget Execution **(NEW!)**

10 Certifying Officer
14-15 FACTS I/OMB Form & Content Statements
16-17 FACTS II: The Next Reporting System
18 Standard General Ledger - Trial Balance
24-25 Practical Applications of Appropriations Law
29 Cost Management in Government: Winning the Cost War
30-31 Fundamentals of Managerial Costing in Government

11 2003 Year End Closing Seminar
12-14 13th Annual Government Financial Managers Conference
25-26 FACTS I/OMB Form & Content Statements (Kansas City)
26 Basic Accounting Concepts
27 TCAR Review **(NEW!)**
27-28 Accrual World
27-28 FACTS II: The Next Reporting System (Kansas City)
28 IPAC
29 Standard General Ledger - Upward & Downward Adjustments

8-9 Standard General Ledger - Intermediate **(NEW!)**
9-10 Dollars & Sense
10 Credit Program Accounting & Reporting Concepts
11 TCAR Exam
11-12 Practical Applications of Appropriations Law
11-12 Direct Loan
15-16 FACTS I/OMB Form & Content Statement
16-17 Loan Guarantee Program
16-17 FMS 224: Statement of Transaction

June

July

August

September

Schedule of Training

September

17-18	FACTS II: The Next Reporting System
18	Foreclosed Property in Credit Programs
18	Reconciling the Fund Balance w/Treasury
25	Certifying Officer
26	Practical Applications of Appropriations Law Refresher

October

1	Concepts of Present Value
2	Pre-Credit Reform Loans & Guarantees
7	TCCR Review (NEW!)
8-9	Statement of Budgetary Resources
10	TCCR Exam
17	SF-133 Budget Execution (NEW!)
20-21	Standard General Ledger - Basic
22-23	Standard General Ledger - Advance
22-23	FMS 224: Statement of Transaction
24	Standard General Ledger - Upward & Downward Adjustment
27-28	FACTS I/OMB Form & Content Statement
28-29	Practical Applications of Appropriations Law
29-30	FACTS II: The New Reporting System
31	Standard General Ledger - Trial Balance

November

3-4	Standard General Ledger - Revolving Fund
5-6	Dollars & Sense
5-7	FASAB
17	Winning the Cost War
17-18	Financial Process Improvement
18-19	Fundamentals of Managerial Costing in Government
19-20	Performance Planning and Execution

December

1-2	Standard General Ledger - Basic
2-3	Practical Applications of Appropriations Law
2-3	FMS 224: Statement of Transaction
3-4	Standard General Ledger - Advance
4	Certifying Officer
5	Standard General Ledger - Upward & Downward Adjustment
9	TCAR Review (NEW!)
10	Reconciling the Fund Balance w/Treasury
11	TCAR Exam

On-Line Course Offerings

We now offers On-Line courses! e-Learning allows you to take training at your own pace, anytime, anywhere. Once you have registered and have been confirmed for your desired on-line course, you will receive your password, user-id and instructions on how to access the on-line course via the internet. Once you have received your confirmation, you have 2 weeks to complete the on-line course. The On-line courses have been categorized into the five following areas:

- The Basics
- Word Processing
- Spreadsheets and Financial
- Integrated and Business Applications
- Database

The Basics

Windows 98 – Level 1 \$125.00

Introducing Windows 98, using the taskbar, working on the desktop, managing files and folders, using help, working with applications, and exchanging information between applications

Prerequisites: None

Windows 98 New Features \$125.00

Looking at Windows 98, using toolbars and time savers, and exploring Web integration

Prerequisites: Windows 95 Intro or Equivalent Experience

Windows ME Introduction \$125.00

Introduces the Windows ME operating system to those who know computer basics but are new to Windows ME. Topics include: understanding Windows ME; working with objects and the Taskbar; using Shortcut menus; managing Files and Folders; creating personal Shortcuts for easy access to files and devices; learning how to work within programs (using menus, creating and saving files, formatting text appearance, cut-copy-paste text and graphics) and move information between multiple programs; understanding networking, sharing and copying files across a network.

Prerequisites: None

Windows NT Introduction \$125.00

Introduces the Windows NT operating system to those who know computer basics but are new to Windows NT. Topics include: understanding Windows NT; working with objects and the Taskbar; using Shortcut menus; managing Files and Folders; creating personal Shortcuts for easy access to files and devices; learning how to work within programs (using menus, creating and saving files, formatting text appearance, cut-copy-paste text and graphics) and move information between multiple programs; understanding networking, sharing and copying files across a network.

Prerequisites: None

Windows 2000 – Level 1 \$125.00

Students will learn the introductory features of Word 2000. Topics covered in this course include working with text, formatting, working with files and folders, and printing documents.

Prerequisites: Windows 95 or 98 Intro or equivalent experience

Word Processing

Word 97 – Level 1 \$125.00

Introduces the experienced Windows user to the basics of word processing with Microsoft Word while creating a company picnic flyer. Topics include: creating, editing, saving and printing documents, working with Word menus and dialog boxes, starting documents with Templates; working with non-printing characters; cutting, copying and pasting text in the same and multiple documents; using find and replace; formatting text appearance; using the Format Painter; creating numbered and bulleted lists; adding borders and shading to text; inserting graphics into document; and using Spell Check.

Prerequisites: Windows 95 Intro or equivalent experience.

Word 97 – Level 2 \$125.00

Introduces the experienced Windows user to the additional features of word processing with Microsoft Word while creating a newsletter. Topics include: formatting page setup; applying borders and shading; using AutoText; creating and inserting headers and footers; working with styles; importing and sizing graphics, using, inserting and adjusting tables; organizing outline view, managing databases and completing a mail merge project.

Prerequisites: Word 97 Introduction or equivalent experience.

On-Line Course Offerings

Word 97 – Level 3 \$125.00

Students will acquire the skills needed to move from Word 6.0 to Word 97 while learning to use advanced features of Word 97. Topics include: getting started, using templates and styles, using automation, managing documents developed by teams, using master documents, utilizing special formatting techniques, using fields and references, and creating a web page

Prerequisites: Basic typing skills and Word 97: Intermediate or equivalent experience.

Business Writing Skills Using Word \$125.00

This course teaches students how to write professional business letters, minutes, faxes, memos, proposals, and reports.

Prerequisites: Word Level I

Microsoft Word 2000 - Level 1 \$125.00

Students will learn the introductory features of Word 2000. Topics covered in this course include working with text, formatting, working with files and folders, and printing documents.

Prerequisites: Windows 95 or 98 Introduction or equivalent experience.

Microsoft Word 2000 - Level 2 \$125.00

This course will teach students the Intermediate features of Microsoft Word 2000. Topics covered include preparing documents, using word elements such as header and footers, tabs and styles, using, modifying and inserting graphs, and creating tables.

Prerequisites: Windows Introduction and Word 2000 Level 1 or equivalent experience.

Microsoft Word 2000 - Level 3 \$125.00

This course will teach students the advanced features of Microsoft Word 2000. Topics covered include: using master documents, subdocuments, expanded and locked documents, and utilizing field references, such as using footnotes and endnotes. Other topics include applying formatting techniques, and using advanced features, such as using macros and revision tools.

Prerequisites: Windows Introduction and Microsoft Word 2000 Level 1 and 2 or equivalent experience.

Spreadsheets & Financial

Excel 97 – Level 1 \$125.00

Introduces the experienced Windows user to the fundamentals of using Microsoft Excel. Topics include: creating, editing, saving and printing

spreadsheets, working with Excel menus and dialog boxes; adjusting column widths and moving cells; formatting numbers, text and cells; automatically filling a series of numbers; understanding formulas and functions; formula construction including relative and absolute cell references; using AutoSum and AutoCalculate; modifying the appearance of worksheet with colors, borders and shading; previewing and printing worksheets; adjusting page setup options; creating and modifying charts made from worksheets.

Prerequisites: Basic typing skills and Introduction to Windows or Introduction to Windows 95 or equivalent experience.

Excel 97 – Level 2 \$125.00

Introduces the experienced Excel user to the more powerful aspects of Excel. Topics include: working with multiple worksheets, inserting, deleting, moving worksheets and changing worksheet names; using Excel's database features to build, sort and filter lists of information; freezing frames for increased readability of large worksheets; create and use 3D cell references for formulas which access multiple worksheets; create and use Macros; using Named Ranges as time-savers; creating simple Pivot Tables; manipulating worksheet data by compiling subtotals; using Function Wizard for easy creation of difficult formulas.

Prerequisites: Intro to Windows 95 or equivalent experience.

Excel 97 – Level 3 \$125.00

Introduces the accomplished Excel user to the most powerful aspects of Excel. Topics include: adjusting default settings; creating views and custom toolbars; protecting worksheets and applying passwords; understanding Add-ins and MS Query; importing and analyzing data from other applications; using the Solver and the Scenerio Manager; creating Data Maps ; interpreting Pivot Tables and establishing Custom Groups; hiding Pivot Table details and changing Layouts; understanding and concatenating Text Strings; using the Text and Case functions; looking up variables; auditing worksheets; troubleshooting worksheets by viewing precedents and tracking cell references; tracing errors and removing trace arrows.

Prerequisites: Excel 97 Intermediate or equivalent experience.

Microsoft Excel 2000 - Level 1 \$125.00

Students will learn the introductory features of Microsoft Excel 2000. Topics covered include entering text and formulas, moving and copying data, formatting worksheet appearance, and working with charts.

Prerequisites: Window 95 or Windows 98 Introduction, or equivalent experience.

Microsoft Excel 2000 - Level 2 \$125.00

Students will learn about working with lists, working with databases,

On-Line Course Offerings

working with functions, formatting worksheets, using 3-D references, linking worksheets, using Excel and the web, using templates, using Microsoft Map.

Prerequisites: Basic Windows experience and Excel 2000 Level 1 or equivalent experience.

Microsoft Excel 2000 - Level 3 \$125.00

This course teaches students the advanced features of Microsoft Excel 2000. Topics covered include: working with records and ranges, sorting, outlining and filtering lists, and importing and exporting data. Students will also learn to use PivotTables and Pivot Charts, and how to use the data analysis tools.

Prerequisites: Windows Introduction and Excel 2000 Level 2 or equivalent experience.

Quicken 2000 – Level 1 \$125.00

Students will learn basic functions and features of Quicken 2000. The following topics will be covered: using buttons within Quicken, creating accounts, entering transactions, working with transactions, using categories, balancing your account, creating reports and graphs, and much more.

Prerequisites: A basic working knowledge of Windows is required.

Get Going with QuickBooks 2000 \$125.00

Course includes the following topics: getting started, setting up a company, working with lists, setting up inventory, selling your products, invoicing for services, payment processing, working with bank accounts and entering and paying bills.

Integrated & Business Applications

PowerPoint 97 – Level 1 \$125.00

Introduces the experienced Windows user to the basics of presentation with PowerPoint. Topics include: creating, editing, saving and printing documents, working with Word menus and dialog boxes; creating, editing, saving and printing slides; inserting and reorganizing slides in Outline View; working with Slide Masters; changing Placeholders, setting format Styles, working in Slide View, adjusting slide backgrounds, inserting and manipulating Clipart, changing AutoLayouts; working with Drawing Tools; creating a MS Graph; creating an Organization Chart; using Slide

Sorter View; applying Builds and Transitions, running Slide Shows; and setting Printing Options.

Prerequisites: Windows 95 Introduction or equivalent experience

PowerPoint 97 – Level 2 \$125.00

Introduces the experienced PowerPoint user to the more powerful aspects of PowerPoint. Topics include: adding and changing Toolbars; modifying Templates, changing Background Objects and Shading; defining Text Styles for Templates; creating distinctive text with WordArt; organizing ClipArt Gallery; inserting pictures without Placeholders; using graphics from other presentations; creating animated slides; preparing presentations with branching and hidden slides; creating Notes Pages and Audience Handouts; using the PowerPoint viewer, creating and running Play Lists.

Prerequisites: PowerPoint 97 Introduction or equivalent experience

PowerPoint 97 – Level 3 \$125.00

Introduces the accomplished PowerPoint user to the most powerful aspects of PowerPoint. Topics include: enhancing text with Text Anchors; search and replacing Fonts; working with Font Embedding; exploring principles of Graphic Design; using special effects - embossed, texture, transparent, semi-transparent, shadow, pattern fill, freehand and freeform; using animation and builds for text and graphics; understanding multimedia elements; including sounds and video with WAV, MIDI and AVI files; using Interactive presentations with clickable objects and branching; using special slide show tools, Notation Tool, Meeting Minder, Write-up; using conferences on LANs and WANs; using Linking and Embedding; exchanging data to other applications with Report It, Export and Import; and saving slides as CGM graphics for use in other applications.

Prerequisites: PowerPoint Intermediate or equivalent experience

Presentation Skills Using PowerPoint \$125.00

This course teaches students how to manage and present a presentation from beginning to end.

Prerequisites: PowerPoint Level I

Microsoft PowerPoint 2000 – Level 1 \$125.00

Students will learn the introductory features of PowerPoint 2000. Topics covered include creating presentations, working with slide masters, and working with visual elements, such as how to add clip art and how to draw shapes.

Prerequisites: Window 95 or 98 Introduction, or equivalent experience.

Microsoft PowerPoint 2000 - Level 2 \$125.00

Students will learn the intermediate features of PowerPoint 2000. Topics

On-Line Course Offerings

covered in this course include using masters and templates, applying animation features and preparing presentations by working with speaker notes and preparing audience handouts. Students will also learn how to design presentations for the Web.

Prerequisites: Windows 95 or 98 Introduction and PowerPoint 2000 Level 1 or equivalent experience.

Microsoft PowerPoint 2000 - Level 3 \$125.00

You will be able to apply advanced visual effects, import and export elements, work across applications, and prepare presentations for delivery in several different ways. You will also learn tips and shortcuts that will allow you to work more efficiently.

Prerequisites: Microsoft PowerPoint 2000 Level 1 and 2

Outlook 98 Basic \$125.00

Working with E-mail, using attachments, working with contacts, managing time with calendar, using tasks, and using the journal and notes.

Prerequisites: Windows 95 Introduction or Equivalent Experience

Time Management Using Outlook \$125.00

The student will learn how to manage and track their time, identify priorities, set goals, coordinate teamwork, and much more.

Prerequisites: Windows 98 Introduction and an Introduction to the Internet and Outlook or equivalent experience.

Palm Introduction \$125.00

To introduce students to the basic features of the Palm, and to give them an understanding of the Palm operating system.

Prerequisites: Working knowledge of Windows would be helpful.

Palm Organizer Tips and Tricks \$125.00

To introduce advanced features of working with the Palm and using other applications in Office 2000, including Outlook, with the Palm. Also, to familiarize the students with security, categories, importing, and ShortCuts.

Prerequisites: We assume a fundamental knowledge of Windows 9x and the Palm.

Notes 4.5 Introduction \$125.00

Students will learn the basic concepts of using Note 4.5.

Prerequisites: Windows 3.1 Orientation, Windows 95: Introduction, or Windows 95: Making the Transition.

Microsoft Project 98 Introduction \$125.00

Introduces the experienced Windows user to the basics of project management with Microsoft Project. Topics include: getting started, working with calendars, working with tasks, using task outlines, defining task relationships, working with resources, working with costs, examining over allocated resources, setting the baseline, using the Gantt Chart, using the PERT chart, working in calendar view, working with reports, using custom reports, working with multiple projects, and working with project and HTML.

Prerequisites: Windows 95 Introduction or equivalent

Microsoft Project 2000 Introduction \$125.00

Students will learn how to use Microsoft Project 2000 to assist them with their project planning. This course meets the Microsoft Proficiency Guidelines for Microsoft Project 2000 at the Expert level.

Target student: Students enrolling in this course should have some project-management experience and be familiar with terms such as Gantt Chart, task, critical path, and resource; although no knowledge of Microsoft Project 2000 is required.

Prerequisites: Students should already have a good understanding of formal project management terminology, tools, and techniques. Windows 95: Introduction, Windows 98: Introduction, Windows 2000: Introduction or equivalent knowledge.

Microsoft Project 2000 \$125.00

This two-day course provides an introduction to Microsoft Project 2000 and explains how to create and set up Project files. It also shows how to update, change, and track the progress of Project files. It explains different ways to customize and use the project information, as well as how to combine information from different Project files.

Prerequisites: A fundamental understanding of Windows 98

Database

Access 97 – Level 1 \$125.00

Introduces the experienced Windows user to database fundamentals with Microsoft Access. Topics include: working with Access menus and dialog boxes; creating, editing Tables; moving and resizing columns and rows; using multiple Tables; entering and editing data; sorting, finding and deleting records; planning Table design; selecting and renaming fields; setting Primary keys; using Forms to add, find and edit records; creating and using AutoForms; using Datasheet view; creating and using Filters

On-Line Course Offerings

and Queries; creating and using AutoReports; grouping, sorting and totaling data in Reports; saving time with Database Wizard, Answer Wizards, AutoFormat and Shortcuts.

Prerequisites: Windows Introduction or equivalent experience.

Access 97 – Level 2 \$125.00

Course Overview: Introduces the experienced Access user to the more powerful aspects of Microsoft Access. Topics include: understanding different Views – Table View, Datasheet View, Design View; modifying existing Tables; understanding Data Types and Field Properties; importing other file types; linking to other Tables; creating Charts with Chart Wizard and MS Graph; creating Main Forms and Subforms with Form Wizard; using and changing Controls and Control Properties; using Action Queries-Append, Update, Make Table; using criteria to query multiple Tables; creating Mailing Labels, creating Summary Reports with Expressions for counting and summing; enhancing Reports with graphics.

Prerequisites: Windows 95 Introduction and Access 97 Introduction or equivalent InfoCheck assessment tests.

Access 97 – Level 3 \$125.00

Course Overview: Introduces the accomplished Access user to the most powerful aspects of Microsoft Access. Topics include: understanding Referential integrity; defining Cascade Deletes; using complex calculation expressions and selection criteria; using Expression Builder; understanding Mathematical and Logical Operator in expressions; using Parameter and Crosstab queries; working with Advanced Forms; creating Option Buttons; Check Boxes and Toggle Buttons on Forms; using Control Wizard to create complex controls on Macro groups; and creating and using a Switchboard Form as a starting point for a system.

Prerequisites: Access Intermediate or equivalent experience

Microsoft Access 2000 – Level 1 \$125.00

This course teaches students the introductory features of Microsoft Access 2000. Topics covered include working with tables, working with and filtering data, exploring queries, and creating reports.

Prerequisites: Windows introduction or equivalent experience.

Microsoft Access 2000 – Level 2 \$125.00

Students will learn the intermediate features of Access 2000. Topics covered include working with tables and data, working with HTML and Hyperlinks, using the query Wizard, and customizing reports. Students will also learn how to maintain databases by back-up, as well as compacting and repairing them. *Prerequisites: Windows Introduction and Access 2000 Level 1 or equivalent experience.*

Microsoft Access 2000 – Level 3 \$125.00

Introduces the experienced Access user to the more powerful aspects of Microsoft Access. Topics include: modifying existing tables; understanding data types and field properties; creating advanced relationships; creating and modifying forms in Design view; creating action queries; creating and modifying reports in Design view; creating and running macros; creating data access pages; using add-ins and tools; creating charts; and exporting, moving, and linking data.

Prerequisites: Access 2000 Level 2 or equivalent experience.

Internet

Navigating & Exploring the Internet \$125.00

This class teaches new users to access the Internet and its vast resources. Students will learn to use the Internet for e-mail, the World Wide Web, newsgroups, Gopher, Veronica, File Transfer Protocol (FTP) and Telnet. Students will gain experience using the most popular Internet browsers: Netscape Navigator and Microsoft Internet Explorer. Students will also learn about business on the Internet, and how business research can help companies gain market intelligence.

Prerequisites: No experience using the Internet is necessary. An understanding of Microsoft Windows or Windows 95 is required

Microsoft FrontPage 2000 – Level 1 \$125.00

This course will cover introductory items to FrontPage 2000. The student will learn how to use templates, the Web Wizard, viewing a Web, working with text, using Hyperlinks, using graphics, adding page elements, adding tables, managing a web and much more.

Prerequisites: Windows 98 Introduction and an Introduction to the Internet or equivalent experience.

FrontPage 2000 – Level 2 \$125.00

FrontPage 2000 Level 2 teaches advanced Web development techniques, such as using HTML, designing frames pages, creating interactive forms, and developing dynamic Web page using HTML. It also teaches how to integrate databases and how to publish a Web site once it is complete.

Prerequisites: FrontPage 2000 Level 1, Windows 95/98

**Sign up today and Join the
e-Learning Revolution!**

Registration Information

Completing the registration form will temporarily “hold” a space for you. Your space will be guaranteed when we receive your agency-authorized training form or other form of payment. For your convenience, Treasury Agency Services offers a variety of registration options. For fastest service, register via our web site or by fax.

By internet...

Complete the online reservation form on our web page at:

www.fms.treas.gov/tas

By fax...

Complete the registration and training authorization forms (*or credit card form*) and send them to:

**Registrations
Treasury Agency Services
Facsimile 202/874-9629**

By mail...

Complete the registration and training authorization forms (*or credit card form*) and mail them to:

**Treasury Agency Services
Suite 300/Registrations
1990 K Street, NW
Washington, DC 20006**

Registration Process

1. Complete registration form.
2. Submit registration by internet, fax or mail.
3. Follow up registration with your form of payment.
4. Receive registration confirmation.

Confirmation

Confirmation letters are sent 10 business days prior to course start dates and confirm course name, date, instructor and other useful information.

Methods of Payment

If we have not received your payment by the start of the class, you will not be permitted to attend the training. Treasury Agency Services accepts any Federal agency-authorized training form. For example:

- SF 182 Training Authorization Form*
- DD 1556 Training Authorization Form
- Purchase Orders
- Interagency agreements
- Credit Card

*It is imperative that your SF 182 include your correct 8-digit Agency Location Code (ALC). Only payments from federal agencies are accepted. Contact TAS if you have any questions.

On-line Courses

Registration

Registration is available on-line via the TAS web site (www.fms.treas.gov). Fill out the e-learning on-line course registration form completely and submit. Your form will be electronically submitted to Treasury Agency Services for processing.

Once you have received confirmation of your registration for the on-line courses, you have 2 weeks to complete the course. Your two week timeframe, User ID and Password will be provided to you in your confirmation along with step-by-step instructions on how to access your on-line course.

e-Learning Access

Once you receive your userid and password, please keep them confidential, as they will allow you to register for all of the TAS e-Learning On-line Courses.

Access Revoked

Your e-Learning access will be revoked if:

- You allow other personnel to use your password
- You register for more than two classes at one time
- You fail or you start and fail to complete 3 classes in one year.

Registration Form

Name: _____

Title: _____

Organization: _____

Address: _____

Department or Agency, Bureau, Division and Branch

Phone: _____ Fax: _____

E-mail: _____

Student #: _____

For confirmation purposes - important for on-line classes! Last 4 digits of your SSN - for tracking purposes

Please list all courses you wish to register for:

1. Course: _____

Date: _____ ☐ On-Line Course*

2. Course: _____

Date: _____ ☐ On-Line Course*

3. Course: _____

Date: _____ ☐ On-Line Course*

***Please note that access to the on-line classes
will be provided when payment is received.**



Registered with the National Association of State Boards of Accountancy as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses. Complaints regarding sponsors may be addressed to NASBA, 150 Fourth Avenue North, Suite 700, Nashville, TN 37219-2417, (615) 880-4200.

Please mark all that apply:

- ☐ I wish to enroll in the **Governmental Cost Measurement Certificate Program**
- ☐ I wish to schedule an examination and receive the **Treasury Certificate for Accounting & Reporting**
- ☐ I wish to schedule an examination and receive the **Treasury Certificate for Credit Reform**

Special Needs:

- ☐ Hearing Impaired Student
- ☐ Special Dietary Needs *(Special Training Events only)*
- ☐ Other: *(please specify)* _____

*If Paying by Credit Card: *(see note below)*

Cardholder's Name: _____

Cardholder's Ph#: _____

CC Number: _____

Expiration Date: _____

MC, VISA or AMEX: _____

Total Tuition Amount: _____

Signature: _____

**If paying by credit card, a separate form is required for each course.*

Please complete this form or register on-line and follow up with your form of payment.

Mail or Fax Registrations to:

Treasury Agency Services

Dept of Treasury - Financial Management Service

1990 K Street, NW Suite 300

Washington, DC 20006

ph: 202/874-9560 fx: 202/874-9629

Or register on-line:

<http://www.fms.treas.gov/tas/revform.html>

General Information

Confirmations

Written confirmation letters are sent by fax or e-mail to students registered in **courses** and **workshops** 10 business days prior to the start date. If you do not receive a confirmation notice, please contact us immediately.

Written registration confirmation are sent by fax or e-mail to students registered in **conferences** and **seminars**. A final confirmation letter is sent by fax or e-mail 10 business days prior to the training event. If you do not receive a confirmation notice, please contact us immediately.

Travel

We suggest nonrefundable travel reservations be made after receipt of confirmation letters.

Inclement Weather/Snow Policy

When the Office of Personnel Management announces that:

- The federal government is **Closed**, then TAS courses are canceled and will either be rescheduled or attendees will be placed in a future course offerings.
- The federal government is **Open** with **Unscheduled Leave**, a message posted on the main line (202/874-9560) will inform students of class status including changed start/end times and rescheduling instructions.
- The federal government is **Open** with no **Unscheduled leave**, courses will proceed as scheduled.

Substitutions

Course enrollment substitutes are acceptable any time up to the course start date. For conference, seminar or workshop substitutes, please advise us at least 5 business days prior to the training event and check in at the registration desk using the last name of the originally registered participant.

Canceled Courses

Should circumstances necessitate the cancellation of training, students will be notified by phone, fax or e-mail by a customer service representative. Notification of course cancellations will also be recorded on the main telephone line at 202/874-9560. Full tuition refund is given for canceled courses.

Cancellations/Refunds/No Shows /Rescheduling

Written notification is required either by fax, e-mail or by mail for student enrollment cancellations. All cancellations are subject to a \$50.00/student administrative fee. However, cancellations received after 5 business days prior to class convening and no shows will be charged the full tuition.

In the case of agency specific classes, agencies will be assessed a \$500.00 administrative fee for cancellations received 10 business days prior to class convenings. Cancellations received after that time frame will be assessed the full tuition.

Students and agencies are allowed one opportunity to reschedule. Again, notification of rescheduling should be in written form sent either through fax, e-mail, or by mail and will be subject to an administrative fee: \$50.00/student or \$500.00/agency. These notifications must be received at least 10 business days prior to class convening. Requests received after that time frame will be treated as cancellations.

Waiting Lists

When courses are full, students are automatically enrolled in the next available scheduled date and written notification is provided. If no other course date is available, a make-up course date is scheduled and students are notified of the date by the registration department.

Course Hours

Unless otherwise indicated, course hours are 8:30 a.m. to 4:00 p.m. (Registration begins at 8:00 a.m.). Start and ending times vary for conferences and seminars.

Special Needs

If special aids or services addressed in the Americans with Disabilities Act are required, please inform us upon registration or at least 10 business days in advance of the course, conference, seminar or workshop by contacting the registration department at 202/874-9560.

Sign-interpretation services are available upon written request. Please indicate sign-interpretation needs upon registration or at least 10 business days in advance.

For conferences, seminars and workshops, vegetarian meals are available upon written request for those with special dietary needs. Please indicate your dietary requirement when registering for training events with meals included or at least 10 business days in advance.

Training Discounts

Training discounts are offered to our valued customers each fiscal year. A special discount will be applied to agencies that schedule 1 – 2 on-site course with 20 or more students.

A special discount will be applied to agencies that schedule more than two on-site courses with 20 or more students.

General Information

NEW! - Corporate Pricing for the Annual Conference!

This year we are adding a new approach to attending our annual conference. In response to the significant requests to substitute corporate members as attendees to the conference, we are offering agency pricing: \$1150.00. This fee allows an organization to send up to three attendees to the conference in the following manner: ·

- An agency can designate three attendees to the conference - one per day, (ie., attendee for 1st day, attendee 2 for the 2nd day, and another on the 3rd day)
- An agency can designate two attendees to the conference.
One attendee can attend two days and one will attend only one day.

There will be no provisions made for different participants attending different sessions during the day. The designated participant must attend an entire day. Further, to avoid confusion and frustration during registration package pick up- agencies choosing this option must notify our office of their choice at the time of initial registration and the names of the attendees must be provided no later than 2 weeks prior to the conference.

Training Materials

Each course consist of a student manual, case studies and/or practical exercises. Student manuals are an integral part of our courses. For some classes, students will download course materials from a specified url (web page) that will be sent to our students prior to class. Students will be asked to download and print the material that they will need to bring to class. This allows the students the opportunity to review the material prior to class and come to training with questions and a better understanding of the material to be discussed during the course.

Session speaker handouts for our conferences and seminars will be posted on our web site prior to the events.

Attendance Certification

To receive a training certificate for successful completion with continuing professional education credit, you must attend the full course, conference or seminar. For partial training completion, a letter is provided with the amount of earned continuing professional education credits.

Program Certificates

Certificates of Accomplishment are available for those interested in participating in our certification programs. Achievement is documented by attendance and a comprehensive examination. See specific certificate program details starting on page 6.

Transcripts

Transcripts will be provided for a fee of \$5.00 from:

Treasury Agency Services
Attn.: Registration Department
1990 K Street, NW Suite 300
Washington, DC 200006

Requests should include a check or money order and your name, agency/bureau, student number (SSN) and the address to which the transcript is to be sent. Please allow 10 business days for processing.

Admission

All Treasury courses are open to any federal employee interested in attending. However, course prerequisites have been provided to ensure that students receive the maximum training experience benefit and are strongly recommended. Those interested in pursuing Treasury professional certificates should submit a certification application and register for the appropriate examination. Certificates offered in partnership with other training and education institutions may be subject to additional admissions requirements.

Guarantee

Your opinion is very important to us. It allows us to revise our educational/training services to better accommodate your needs. Accordingly, we ask that you provide both your positive and negative feedback by either completing the course evaluation forms or contacting us at: 202/874-9560.

If you would like to have your name placed on our mailing list to receive future announcements, please visit our on-line registration form at:

<http://www.fms.treas.gov/tas/revform.html>

If you would like to receive special announcements and special program highlights via e-mail notification please sign up by going to:

<http://www.fms.treas.gov/tas>

Click on "E-mail Notification" located on the left menu bar.



Our training facility is located at 1990 K Street, NW Suite 300 Washington, DC 20006.

Most courses are held at our training facility located at our Washington, DC location from 8:30 am until 4:30 pm unless otherwise noted.

The 1990 K Street Building has entrances on I Street, 20th Street, and K Street. Once inside the building take the elevator to the 3rd floor where signs will direct you to Treasury Agency Services' training facility.

Metro:

Take the **Blue or Orange** Line to the **Farragut West station**. Depart using the 18th Street exit, proceed down I Street, turn right on 19th

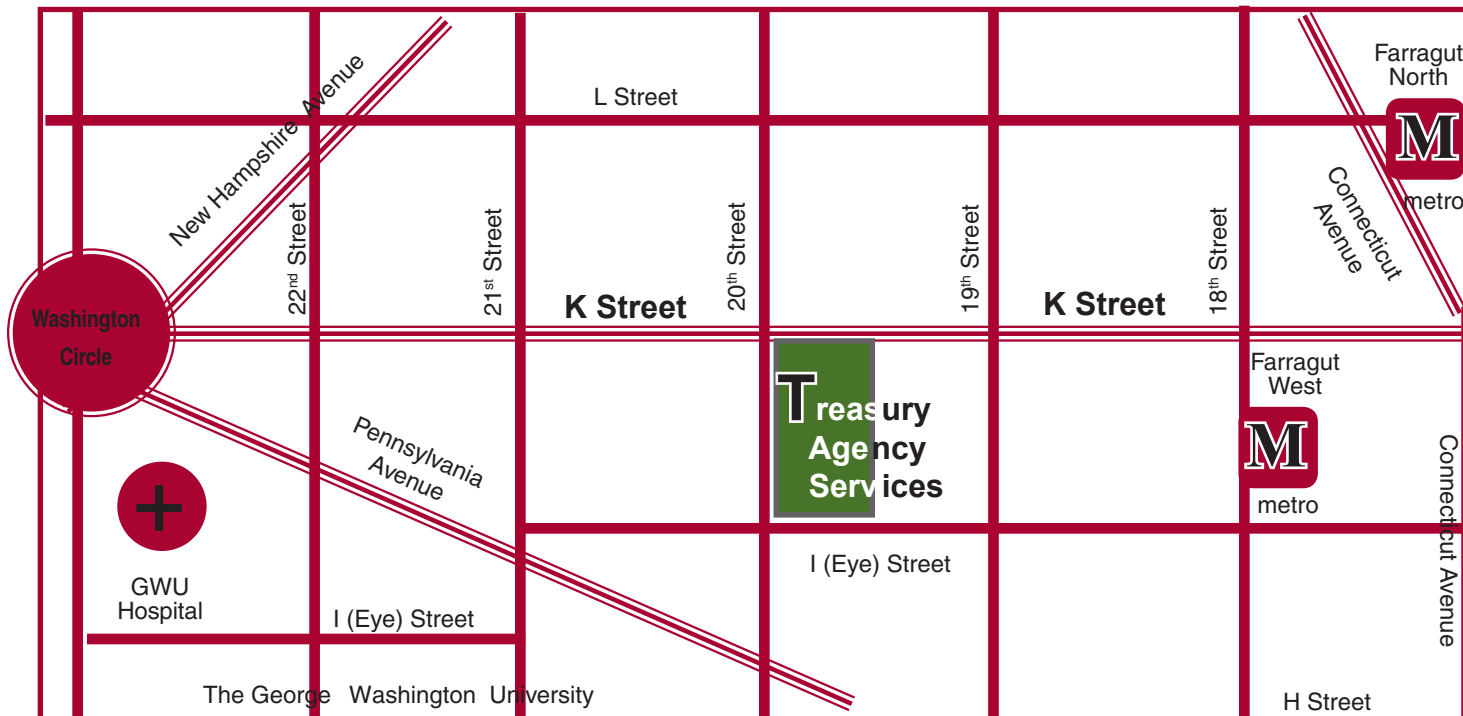
Street, then turn left on K Street. Continue past Starbucks, the parking garage, and enter the building prior to reaching CVS on the corner of 20th and K Streets.

or

Take the **Red Line** to the **Farragut North station**. Depart using the K Street Exit, proceed down K Street until you reach the 1990 K Street Building right next to the CVS on the corner of 20th and K Streets.

Parking:

Limited underground parking is available at the 1990 K Street Building for approximately \$10.00 per day. Early Bird discounts are available for arrival before 8:45 am. Access to the garage is from the service road next to K Street, and best approached from 20th Street



Professional Development

202/874-9560

- Courses, Seminars, Workshops, and Annual Conference
- Onsite course instruction
- Certificate Programs
- Meeting and Training Room Rental
- e-Learning (On-line course offerings)

Financial Management Consulting

202/874-9590

- Financial management systems and process reviews
- SGL conversions and compliance reviews
- Internal control reviews
- FACTS II and Year-End Closing assistance
- FASAB, OMB and Treasury reporting requirements compliance reviews

Financial Systems Consulting

202/874-9550

- Consulting services for financial systems acquisition and implementation
- Post implementation support to meet federal financial management regulations

Accounting Operations

202/874-9550

- Financial report preparation assistance
- Cash reconciliations
- General to subsidiary ledger reconciliations
- Review and close-out activities for obligations, receivables, or payables
- Routine transaction processing and ledger maintenance on a temporary basis



treas
treasury agency
services

Treasury, At Your Service.

www.fms.treas.gov/tas

1-800-804-1322

TREASURY AGENCY SERVICES
1990 K Street, NW Suite 300
Washington DC 20006

FIRST CLASS MAIL
POSTAGE & FEES PAID
AUTO
Department of the Treasury
Permit G-4



treas
treasury agency
services